



# How-To Guide:

## Use RMail/ RPost

### OVERVIEW

This guide provides step-by-step actions for using RMail/ RPost through Storage Commander including:

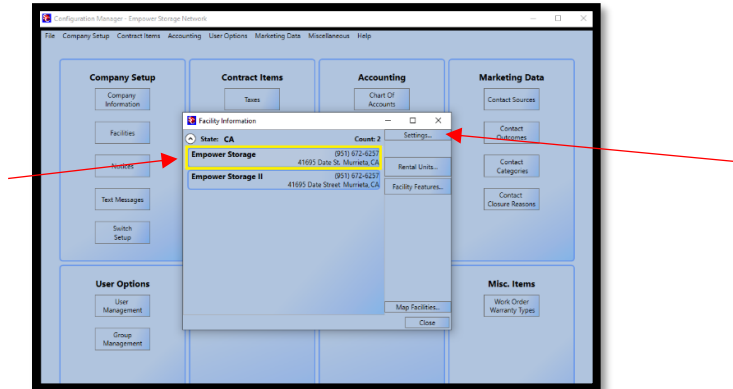
- **Signing Up** and **Updating Email** in Storage Commander
- Auto-generating Gate Access Codes
- RMail/ RPost Process During Move in (**Using App**)
- How the Customer **E-Sign's** Through RMail/ RPost
- RMail/ RPost Process During **Online Move-in**
- **Uploading** Signed Contract to Customers Account

**Note:** Not all customers will have registered email capabilities through RMail/ RPost, for a list of partners please visit our Storage Commander website <https://www.storagecommander.com/partner-exchange/>. If you have additional questions please contact your Storage Commander Account Manager or the Technical Support Team.

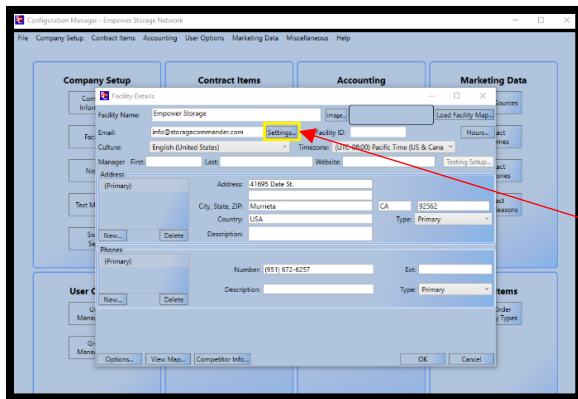
# Signing Up and Updating Email in Storage Commander

To utilize the RMail/ RPost in Storage Commander to send our registered emails and/or for electronic signature you must first sign up for the service through RMail via their website <https://www.rpost.com/> . Once signed up, you will have to update Storage Commander with the same email address that is registered through RMail. This will connect RMail with Storage Commander and enable registered emails. This is accomplished by navigating to Storage Commander Configuration Manager and clicking the “**Facilities**” icon.

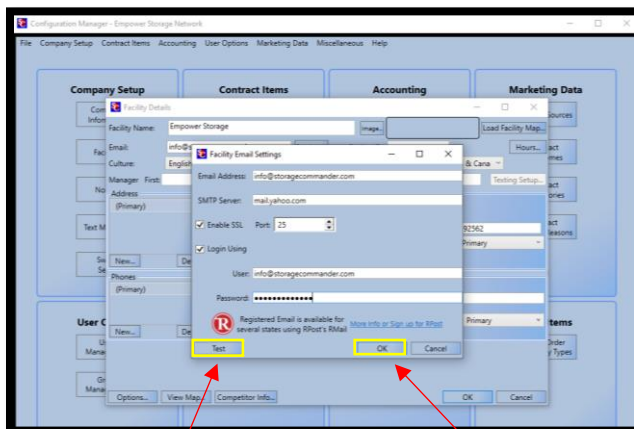
1. Select the facility and click **Settings**.



2. Select the **Settings** button next to the email address.



3. Fill in required fields based on your email providers requirements and click **Test** to verify the email function has been configured correctly. Please see the example below.



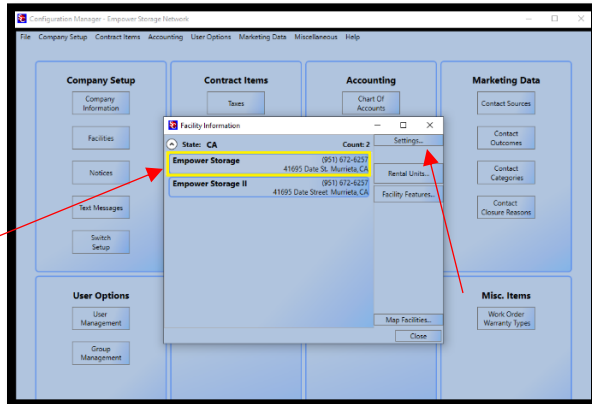
4. Select **Ok**.

**Note:** To change the password to the email, **replace** the current password with the new one and select **Test** to verify the email function has been configured correctly.

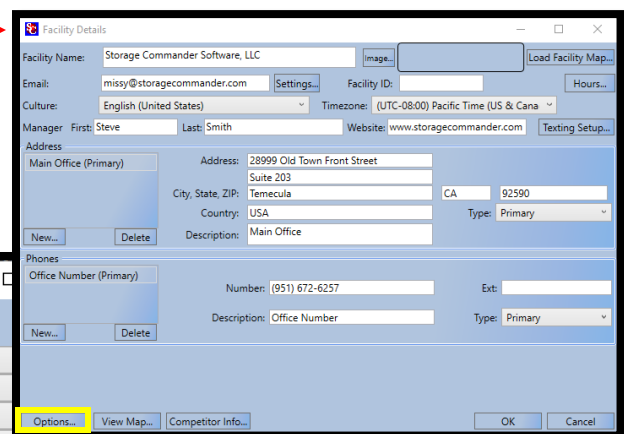
# Auto-generating Gate Access Codes

To allow Storage Commander to auto-generate gate access codes for move-ins you must follow the steps below. This is accomplished by navigating to Storage Commander Configuration Manager and clicking the **"Facilities"** icon. If you are interested in integrated gate software please visit our website at <https://www.storagecommander.com/partner-exchange/>

1. Select the facility and click **Settings**.



2. Select the **Settings** button next to the email address.



**Facility Options**

Facility Name: Storage Commander Software, LLC

Default Billing Plan: 1st Of Month

Default Reservation Plan: Storage & RV

Default Online Billing Plan: Storage & RV

Default Online Reservation Plan: Storage & RV

Credit Card Processor: OpenEdge

Accepted Payment Options: ☒ Cash ☒ Check ☐ Enable ACH ☒ Credit Card ☒ Debit Card

Banking Account Number:

Prorate Method: Yearly365

Occupancy Goal: 73

Insurance Contract: Insurance Addendum

Insurance Goal: 84

Insurance Provider:

Payment Receipt: Receipt

Declined Card Receipt:

NSF Notice: Returned Check Notice

**Facility Options**

☐ Void/Credit credit cards on reversed transactions ☒ Enable Don't Prorate ☐ Update PT Date For Partial Payments

☒ Use Multi-Unit Statements ☐ Update PT When Rent Balance Paid ☒ Transfer Deposits

☒ Automatically Charge Full Balance

**No Print Days**

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

**Blue Moon Contract Interface**

☐ Enable Interface

Serial Number:

**Rounding**

☐ Round Calculated Amounts Round To Value: 1.00

**Gate Access Codes**

☐ Auto Generate Code Length: 3

**Insurance**

☐ Use Alternate Insurance Label Label:

**Move Out Options**

☐ Limit Move Out Backdate 0 Days

**Additional Logins**

☐ Adjustments ☐ Charge An Account ☐ Merchandise ☐ Move In ☐ Move Out ☐ Return Check ☐ Payment

☐ Reservation ☐ Reverse Transaction ☐ Transfer ☐ Update Contract

**Default Settings**

Gate Timezone: Gate Keypad:

**Additional Settings**

Last Invoice #: 1347 Last Contract #: 0

Required Fields

Close

3. Click the box **Auto Generate Code** and select the desired **length** of gate code.

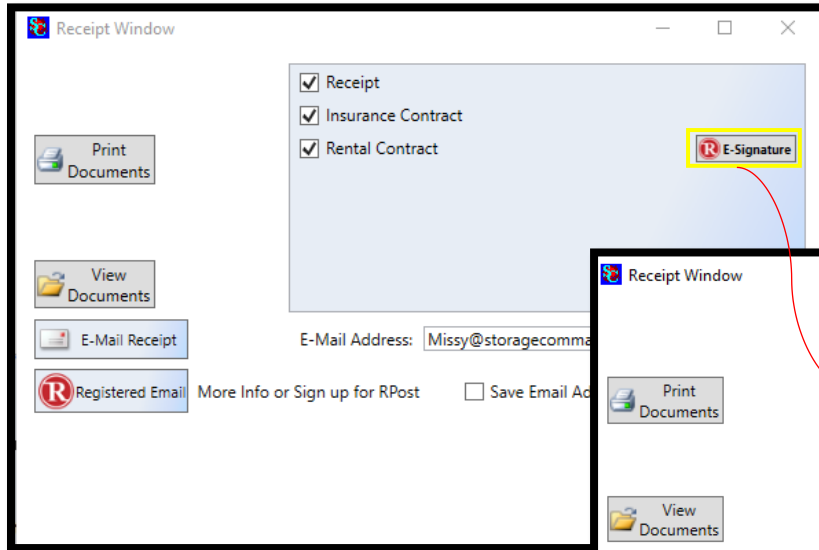
**NOTE:** Some gate software's require a specific code length, please check with your gate provider.

4. Select **Close** to save all changes.

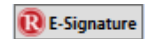
# RMail/ RPost Process During Move in (Using App)

To utilize RMail/ RPost in Storage Commander during **Move-In** for registered mail and/or electronic signature's you must follow the steps below. For additional information on the **Move-In** process please see the [Storage Commander Operations Manual](#).

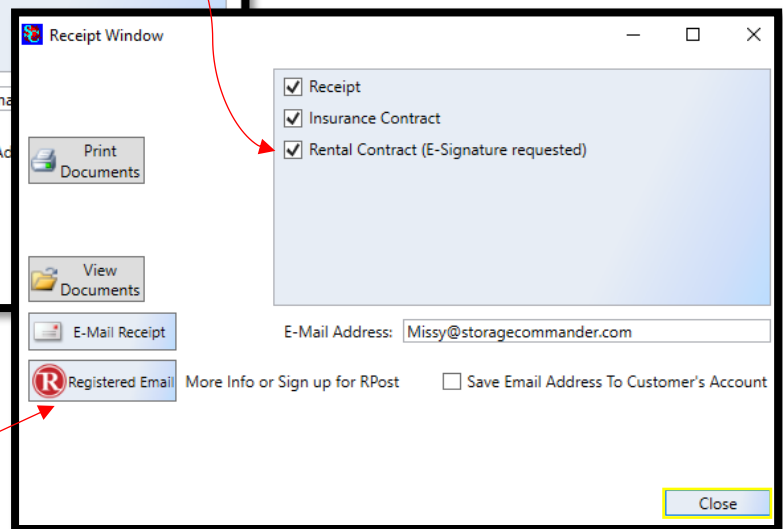
1. From the **Receipt Window** check the box next to the item that needs to be sent via registered mail for electronic signature.



**NOTE:** For the E-signature to populate for the customer it is **required** to select the button.



2. Click **Registered Email** to send to the contract out to the customer for signature.

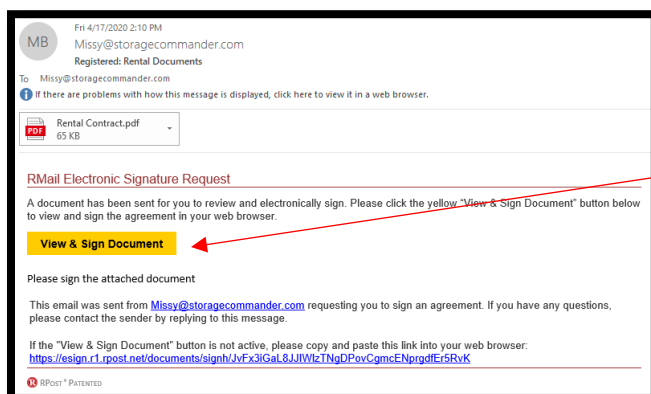


**NOTE:** All documents in the receipt window will be sent to the tenant, but the only document requiring a signature is the rental contract.

## How the Customer E-Sign's Through RMail/ RPost

The customer will receive an email from your email account that was setup through RMail/RPost with an attached document. To Sign the document using RMail/ RPost the customer will have to open the email and select **View & Sign Document**.

1. Click on **View & Sign Document**.



2. The customer is redirected to the instructions page (see below). Click **continue**.

The screenshot shows a page titled "Instructions: How To E-Sign" with three numbered steps:

- Review The Agreement**  
Navigate the pages using the top menu, the side navigation arrows or using the keyboard's left and right arrow keys. A navigation bar at the top shows "Page 1" with arrows to navigate between pages 1 through 5.
- Script Your Name**  
Press "Click to Sign" and type your name. Left-click and drag your mouse to script your name. An "ADD SIGN" button is shown next to a signature of "Jim Davis".  
**Add Text (Optional)**  
Click the "Click to Type" button and add text. Drag and drop the text box in the desired location. An "ADD TEXT" button is shown next to a text box containing "Jim Davis".
- Click Finish button when done**  
A "Finish" button is shown.

A large green "CONTINUE" button is at the bottom of the page.

5. Based on the contract, the customer will need to identify where the signature needs to be placed on the document. Click Sign, when ready for signature. **Script Your Name** Press "Click to Sign" and type your name. Left-click and drag your mouse to script your name. **Add Text (Optional)** Click the "Click to Type" button and add text.

The screenshot shows the "E-Sign" interface with a contract document and a signature overlay.

**Contract Document:**

- Missy's Facility**  
41695 Date St. Murrieta, CA 92562 (951) 672-4257  
Missy@storagecommander.com
- Contract Number**
- Standard RENTAL AGREEMENT**
- 1. LEASE INFORMATION:**
  - A. Date of Lease: 8/1/2023
  - B. Storage Space No: 28
  - C. Approx. Unit Size: 5X10
  - D. Access Code:
  - E. Administration Fee: \$15
  - F. Rental Rate Per Month: \$35
- 2. PARTIES AND DATE:** This Lease Agreement ("Lease") is entered into in duplicate, as of the date of Facility ("Owner") and the individual named above ("Occupant"), for the purpose of renting space for the use of Occupant's Name: Missy Storage, Phone: (951) 672-4257, City: Temecula, State: CA, Zip: 92592, Address: 28888 Old Town Front Street, Drivers Lic #, E-Mail address: Missy@storagecommander.com, Calculator #, Employer: (empty), Phone: (empty).
- NO RENT REFUNDS**
- PLEASE PROVIDE THE NAME AND ADDRESS OF ANOTHER PERSON IN ADDITION TO YOU WHOM ANY PRELIMINARY LIEN NOTICE AND SUBSEQUENT NOTICES MAY BE SENT.**
- 2. PARTIES AND DATE:** This Lease Agreement ("Lease") is entered into in duplicate, as of the date of Facility ("Owner") and the individual named above ("Occupant"), for the purpose of renting space for the use of Occupant's Name: Missy Storage, Phone: (951) 672-4257, City: Temecula, State: CA, Zip: 92592, Address: 28888 Old Town Front Street, Drivers Lic #, E-Mail address: Missy@storagecommander.com, Calculator #, Employer: (empty), Phone: (empty).
- 3. RENT:** The rent shall be the amount stated in Section 1.F, paid to the Owner at the address stated above in advance and without demand. Owner reserves the right to require that rent and other charges be paid in cash, certified check, money order or credit card. Owner may change the monthly rent or other charges by giving Occupant thirty (30) day mail at the address stated in the agreement. The new rent shall become effective on the next date rent is rental payments. The new rent will be charged against such payments, effective upon giving notice of the new rent to the Owner. It is Occupant's responsibility to verify that Owner has received and recorded the requested change.
- 4. CHANGE OF ADDRESS:** Occupant must provide address changes to Owner in writing. Such change to Owner, is Occupant's responsibility to verify that Owner has received and recorded the requested change.
- 5. LATE FEES AND OTHER CHARGES:** Occupant agrees to pay owner the indicated late fee if rent is not received on the indicated date. Occupant will pay Owner the indicated fee for each late rent to Occupant to notify Occupant of the owner the indicated delinquent check charge plus all bank charges for any delinquent check. These fees compensate the Owner for labor and other costs of collection. In the event of default, Occupant agrees to pay to Owner.
- Customer Signature:**

**Signature Overlay:**

- E-Sign**
- Sign ADD TEXT CLEAR DOCUMENT**
- Page 1**
- VIEW PDF DECLINE FINISH**
- Session Timeout: 20 Minutes**
- Missy's Facility**  
41695 Date St. Murrieta, CA 92562 (951) 672-4257  
Missy@storagecommander.com
- Contract Number**
- Standard RENTAL AGREEMENT**
- 1. LEASE INFORMATION:**
  - A. Date of Lease: 8/1/2023
  - B. Storage Space No: 28
  - C. Approx. Unit Size: 5X10
  - D. Access Code:
  - E. Administration Fee: \$15
  - F. Rental Rate Per Month: \$35
- 2. PARTIES AND DATE:** This Lease Agreement ("Lease") is entered into in duplicate, as of the date of Facility ("Owner") and the individual named above ("Occupant"), for the purpose of renting space for the use of Occupant's Name: Missy Storage, Phone: (951) 672-4257, City: Temecula, State: CA, Zip: 92592, Address: 28888 Old Town Front Street, Drivers Lic #, E-Mail address: Missy@storagecommander.com, Calculator #, Employer: (empty), Phone: (empty).
- 3. RENT:** The rent shall be the amount stated in Section 1.F, paid to the Owner at the address stated above in advance and without demand. Owner reserves the right to require that rent and other charges be paid in cash, certified check, money order or credit card. Owner may change the monthly rent or other charges by giving Occupant thirty (30) day mail at the address stated in the agreement. The new rent shall become effective on the next date rent is rental payments. The new rent will be charged against such payments, effective upon giving notice of the new rent to the Owner. It is Occupant's responsibility to verify that Owner has received and recorded the requested change.
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- 5. LATE FEES AND OTHER CHARGES:** Occupant agrees to pay owner the indicated late fee if rent is not received on the indicated date. Occupant will pay Owner the indicated fee for each late rent to Occupant to notify Occupant of the owner the indicated delinquent check charge plus all bank charges for any delinquent check. These fees compensate the Owner for labor and other costs of collection. In the event of default, Occupant agrees to pay to Owner.
- Customer Signature:**

- Add Your Signature**
- Please enter your name
- Missy Storage
- Auto Signature Draw It
- Missy Storage
- DONE CANCEL
- NOT LIVING WITH YOU TO**
- Move by and later see Missy's personal property**

3. **Sign** with an auto generated signature or draw the signature. Click **Done**.

**NOTE:** Once the signature is created, it can be moved to any location on the page that is necessary for signature. Drag and drop the text box in the desired location. If multiple signatures are required the customer can sign the document again.

- Once all signatures and and/ or initials have been placed in the correct location, Click Finish to complete the signing process.

**E-Sign**

SIGN ADD TEXT CLEAR DOCUMENT << Page 1 >> VIEW PDF DECLINE **FINISH** i

Session Timeout: 20 Minutes

UNDO LAST LINE

**Missy's Facility**  
41695 Date St. Murrieta, CA 92562 (951) 672-6257  
Missy@storagecommander.com

**Contract Number**

**Standard RENTAL AGREEMENT**

**1. LEASE INFORMATION:**  
A. Date of Lease: 4/17/2020 B. Storage Space No: 28 C. Approx. Unit Size: 5 X 10  
D. Access Code: E. Administration Fee: \$15 F. Rental Rate Per Month: \$55.00  
G. Occupant's Name(s): Missy Storage Phone: (951) 672-6257  
Address: 28999 Old Town Front Street City: Temecula State: CA Zip: 92590  
Drivers Lic #: E-Mail address: Missy@storagecommander.com Cellular #:  
Employer: (employer) Phone:

**NO RENT REFUNDS**

PLEASE PROVIDE THE NAME AND ADDRESS OF ANOTHER PERSON IN ADDITION TO YOURSELF NOT LIVING WITH YOU TO WHOM ANY PRELIMINARY LIEN NOTICE AND SUBSEQUENT NOTICES MAY BE SENT.  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**2. PARTIES AND DATE:** This Lease Agreement ("Lease") is entered into in duplicate, as of the date set forth above by and between Missy's Facility ("Owner") and the individual named above ("Occupant"), for the purpose of renting space for the storage of personal property.

**3. SPACE:** Owner agrees to let, and Occupant agrees to rent those premises described as a storage space at Owner's facility at **41695 Date St. Murrieta CA 92562** ("Storage Facility"), the number of which is set forth in Section 1.B above ("Space"), on the terms and conditions of this Lease.

**4. TERM:** The term of this tenancy shall commence as of the date set forth in Section 1.A of this Lease, and shall continue on a month-to-month basis. The minimum rental term is one month.

**5. RENT:** The rent shall be the amount stated in Section 1.F, paid to the Owner at the address stated above. Rent is due on the first of each month in advance and without demand. Owner reserves the right to require that rent and other charges be paid in cash, certified check, check, money order or credit card. Owner may change the monthly rent or other charges by giving Occupant thirty (30) days advanced written notice by first-class mail at the address stated in the agreement. The new rent shall become effective on the next date rent is due. If Occupant has made advanced rental payments, the new rent will be charged against such payments, effective upon giving notice of the new rate.

**6. CHANGE OF ADDRESS:** Occupant must provide address changes to Owner in writing. Such change will become effective when received by Owner. It is Occupant's responsibility to verify that Owner has received and recorded the requested change of address.

**7. LATE FEES AND OTHER CHARGES:** Occupant agrees to pay owner the indicated late fee if rent is received ten (10) or more days after the due date. Occupant will pay Owner the indicated fee for each letter sent to Occupant to notify Occupant of the default. Occupant agrees to pay the owner the indicated dishonored check charge plus all bank charges for any dishonored check. These fees are considered additional rent and are to compensate the Owner for, or other costs of collection. In the event of default, Occupant agrees to pay all collection and lien costs incurred by Owner.

Customer Signature: Missy Storage

- Complete the E-signature process by signing the document and clicking **Click to Sign**.

**E-Sign**

Final Step: Please Complete the Information Below

**Document Signature**  
Please enter your name  
Missy Storage  
Title (optional)  
Facility Manager  
Auto Signature Draw It  
Missy Storage  
Click to Sign  
I agree with the content of the e-mail, the contract and any attachments and I further agree to use electronic signature and sign here.

**RMail**

FEATURES SOLUTIONS PRICING RESOURCES APPS **Log In** **FREE TRIAL**

**YOU'RE ALL DONE!**

The document you've signed has been returned to the sender. You will receive a copy in your inbox shortly.

Rental Contract.pdf 284 KB

**E-Sign RECORD**  
REGISTERED. SIGNED. TIME-STAMPED.

All parties have accepted the use of electronic signature for this document and have signed as follows:

**Signed By:** Missy Storage  
**Date:** 4/17/2020  
**Time:** 10:13:17 PM (UTC)  
**Original Recipient:** missy@storagecommander.com  
**IP:** 172.248.175.194  
**Message Id:** 0182A06951E628F61EC8440BF57E353EB0C16642  
**Client Code:**

RPost Technologies: General terms, conditions, service levels, legal, trademark, and patent notices are available on RPost company ([www.rmail.com](http://www.rmail.com)) and product websites (<https://www.rmail.com/legal-notices-2/legal-patent-notice/>). RPost's services, including RMail®, RSign®, Registered Email™, SideNote®, RMail encryption, and others are RPost patented technologies protected with US and non-US patent applications and US patents 8209389, 8224913, 8468199, 8161104, 8468198, 8504628, 7966372, 6182219, 6571334, 8484706, 9100355, 7707624, and other US and non-US patents listed at RPost company ([www.rmail.com](http://www.rmail.com)) and product websites (<https://www.rpost.com/about-rpost/intellectual-property/trademarks/>).

- A confirmation will populate in the browser for the customer and a **confirmation email** will be sent to the customers email and the email registered to RMail/ RPost.

**NOTE:** The contract will be sent to the RMail/ RPost account holder via email.

# RMail/ RPost Process During Online Move-in

To utilize RMail/ RPost in Storage Commander during **Online Move-In** for registered mail and/or electronic signature's you must follow the steps below.

1. The customer is directed to your Online Move-in process via online links provided by Storage Commander.  
Select a facility to move forward.

Presented by  
**STORAGE COMMANDER**

Log Out

**Online Services**

**Move-In: Select a Facility**

Select	Name	Address	Features
<input type="radio"/>	Missy's Facility	41695 Date St. Murrieta, 92562 CA (951) 672-6257 Missy@storagecommander.com	

Continue

2. Select the desired unit size and click continue.

Presented by  
**STORAGE COMMANDER**

Log Out

**Online Services**

**Select the Size/Type of Unit**

Select	Available?	Size	Area	Monthly Rate	Features
<input type="radio"/>	✓	5 X 5	25.00 Sq. Feet	\$2.00	
<input type="radio"/>	✓	5 X 5	25.00 Sq. Feet	\$2.00	
<input type="radio"/>	✓	5 X 10	50.00 Sq. Feet	\$5.00	
<input type="radio"/>	✓	10 X 10	100.00 Sq. Feet	\$80.00	
<input type="radio"/>	✓	8 X 12	96.00 Sq. Feet	\$85.00	
<input type="radio"/>	✓	12 X 25	300.00 Sq. Feet	\$110.00	
<input type="radio"/>	✓	10 X 20	200.00 Sq. Feet	\$120.00	
<input type="radio"/>	✓	12 X 30	360.00 Sq. Feet	\$145.00	
<input type="radio"/>	✓	20 X 20	400.00 Sq. Feet	\$210.00	
<input type="radio"/>	✓	12 X 35	420.00 Sq. Feet	\$400.00	

**Select the Number of Months to Pay**

1 \* \$2 = \$2 payment before fees, rent increase, etc.

Continue Start Over

**Move-In**

Please enter your information in the following form. Fields marked with an \* are required.

You	<b>Unit Size:</b> 5 X 5
Business	<b>Unit Area:</b> 25.00 Sq. Feet
Alternate	<b>Monthly Rate:</b> \$2.00
Employer	<b>Rent is due on this day of the month:</b> 1
Move-In Details	<b>Number of months paid today:</b> 1
Credit Card	<b>Charges Breakdown:</b>
Confirmation	1st Month No Tax: 4/21/2020 \$0.70
	1st Month No Tax: 5/1/2020 \$2.00
	<b>Charges Summary:</b>
	<b>Rent Due:</b> \$2.70
	<b>Total Due:</b> \$2.70

Back Next

3. Input all customer info including name, address, email, phone, business information, alternate contact and employer. Verify move-in details and enter credit card information.

Name on Account

Storage Commander

Address Line 1

28999 Old Town Front Street

Zip

92590

Card Number

5541 0320 0000 4422

Expiration

12/25

CVV

123

Get Token

**Online Services**

**Online Move-In Successful!**

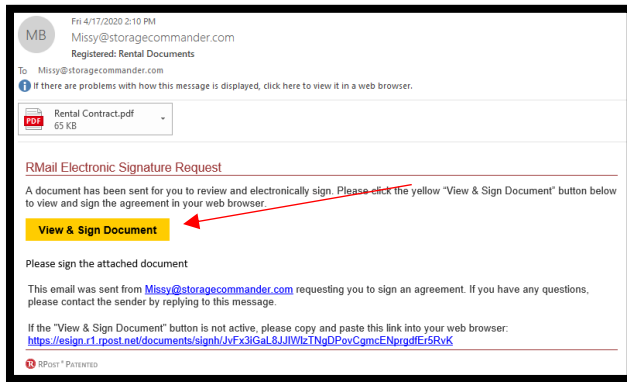
<b>Facility Information</b>	<b>Unit Information</b>
Missy's Facility	<b>Unit Size:</b> 5 X 5
41695 Date St.	<b>Unit Area:</b> 25.00 Sq. Feet
Murrieta, CA 92562	<b>Unit Monthly Rate:</b> \$2.00
(951) 672-6257	<b>Unit Number:</b> 11
Missy@storagecommander.com	
<b>Your Information</b>	<b>Move-In Information</b>
Melissa Battistoni	<b>Move In Date:</b> 4/21/2020
40543 Eyota Ct.	<b>Move In Time:</b> 2:15 PM
Murrieta, California 92562	<b>Confirmation Number:</b> AC42443C-1368
9515871525	
Missy@storagecommander.com	

You will receive a contract for e-signature and receipt in your email.

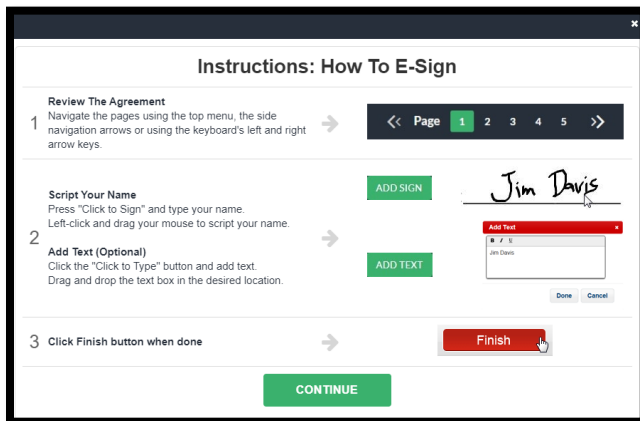
4. **Online confirmation.**  
The customer will receive a contract for e-signature and receipt in their email.



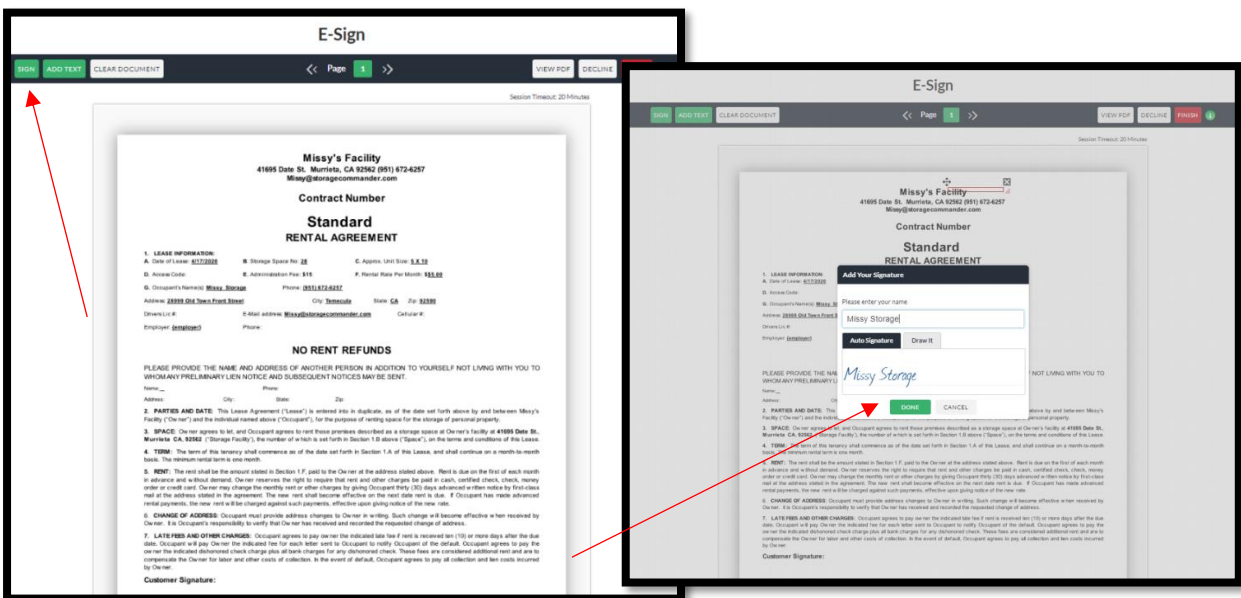
5. The customer will receive an email with the attached contract. Click on **View & Sign Document**.



6. The customer is redirected to the instructions page (see below). Click **continue**.



7. Based on the contract, the customer will need to identify where the signature needs to be placed on the document. Script Your Name Press "Click to Sign" and type your name. Left-click and drag your mouse to script your name. Add Text (Optional) Click the "Click to Type" button and add text. Drag and drop the text box in the desired location.



8. **Sign** with an auto generated signature or draw the signature. Click **Done**.

**NOTE:** Once the signature is created, it can be moved to any location on the page that is necessary for signature. Drag and drop the text box in the desired location. If multiple signatures are required the customer can sign the document again.



9. Once all signatures and/ or initials have been placed in the correct location, Click Finish to complete the signing process.

**E-Sign**

SIGN ADD TEXT CLEAR DOCUMENT << Page 1 >> VIEW PDF DECLINE **FINISH** i

Session Timeout: 20 Minutes

UNDO LAST LINE

**Missy's Facility**  
41695 Date St. Murrieta, CA 92562 (951) 672-6257  
Missy@storagecommander.com

**Contract Number**

**Standard RENTAL AGREEMENT**

1. **LEASE INFORMATION:**  
A. Date of Lease: 4/17/2020 B. Storage Space No: 28 C. Approx. Unit Size: 5 X 10  
D. Access Code: E. Administration Fee: \$15 F. Rental Rate Per Month: \$55.00  
G. Occupant's Name(s): Missy Storage Phone: (951) 672-6257  
Address: 28999 Old Town Front Street City: Temecula State: CA Zip: 92590  
Drivers Lic #: E-Mail address: Missy@storagecommander.com Cellular #:   
Employer: (employer) Phone:

**NO RENT REFUNDS**

PLEASE PROVIDE THE NAME AND ADDRESS OF ANOTHER PERSON IN ADDITION TO YOURSELF NOT LIVING WITH YOU TO WHOM ANY PRELIMINARY LIEN NOTICE AND SUBSEQUENT NOTICES MAY BE SENT.  
Name: MB Address: City: State: Zip:

2. **PARTIES AND DATE:** This Lease Agreement ("Lease") is entered into in duplicate, as of the date set forth above by and between Missy's Facility ("Owner") and the individual named above ("Occupant"), for the purpose of renting space for the storage of personal property.

3. **SPACE:** Owner agrees to let, and Occupant agrees to rent those premises described as a storage space at Owner's facility at 41695 Date St. Murrieta, CA, 92562 ("Storage Facility"), the number of which is set forth in Section 1.B above ("Space"), on the terms and conditions of this Lease.

4. **TERM:** The term of this tenancy shall commence as of the date set forth in Section 1.A of this Lease, and shall continue on a month-to-month basis. The minimum rental term is one month.

5. **RENT:** The rent shall be the amount stated in Section 1.F, paid to the Owner at the address stated above. Rent is due on the first of each month in advance and without demand. Owner reserves the right to require that rent and other charges be paid in cash, certified check, check, money order or credit card. Owner may change the monthly rent or other charges by giving Occupant thirty (30) days advanced written notice by first-class mail at the address stated in the agreement. The new rent shall become effective on the next date rent is due. If Occupant has made advanced rental payments, the new rent will be charged against such payments, effective upon giving notice of the new rate.

6. **CHANGE OF ADDRESS:** Occupant must provide address changes to Owner in writing. Such change will become effective when received by Owner. It is Occupant's responsibility to verify that Owner has received and recorded the requested change of address.

7. **LATE FEES AND OTHER CHARGES:** Occupant agrees to pay owner the indicated late fee if rent is received ten (10) or more days after the due date. Occupant will pay Owner the indicated fee for each letter sent to Occupant to notify Occupant of the default. Occupant agrees to pay the owner the indicated dishonored check charge plus all bank charges for any dishonored check. These fees are considered additional rent and are to compensate the Owner to or other costs of collection. In event of default, Occupant agrees to pay at collection and lien costs incurred by Owner.

Customer Signature: Missy Storage

10. Complete the E-signature process by signing the document and clicking **Click to Sign**.

**E-Sign**

Final Step - Please Complete the Information Below

Document Signature  
Please enter your name  
Missy Storage  
Title (optional)  
Facility Manager  
Add Signature Draw It  
Missy Storage  
Click to Sign  
I agree with the content of the e-mail, the contract and any attachments) and I further agree to use electronic signature and sign here.

**YOU'RE ALL DONE!**

The document you've signed has been returned to the sender. You will receive a copy in your inbox shortly.

**E-SIGN RECORD**  
REGISTERED, SIGNED, TIME-STAMPED.

All parties have accepted the use of electronic signature for this document and have signed as follows:

Signed By: Missy Storage  
Date: 4/17/2020  
Time: 10:13:17 PM (UTC)  
Original Recipient: missy@storagecommander.com  
IP: 172.248.175.194  
Message Id: 0182A06951E628F61EC8440BF57E353EB0C16642  
Client Code:

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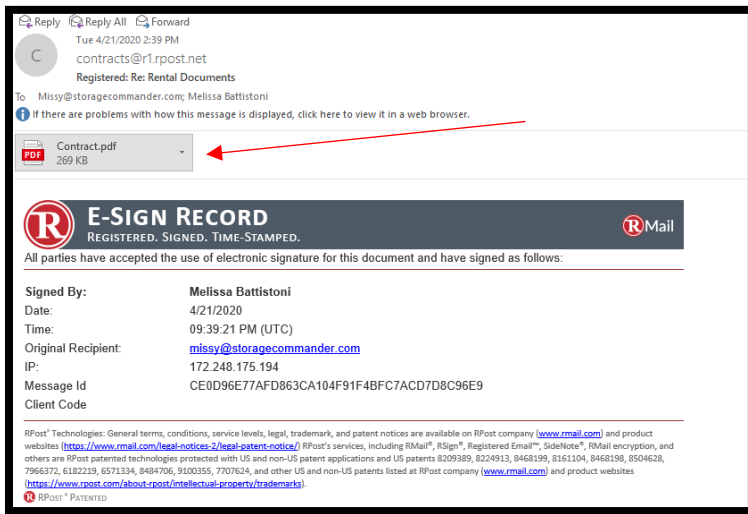
11. A confirmation will populate in the browser for the customer and a **confirmation email** will be sent to the customers email and the email registered to RMail/ RPost.

**NOTE:** The contract will be sent to the RMail/ RPost account holder via email.

# Uploading Signed Contract to Customers Account

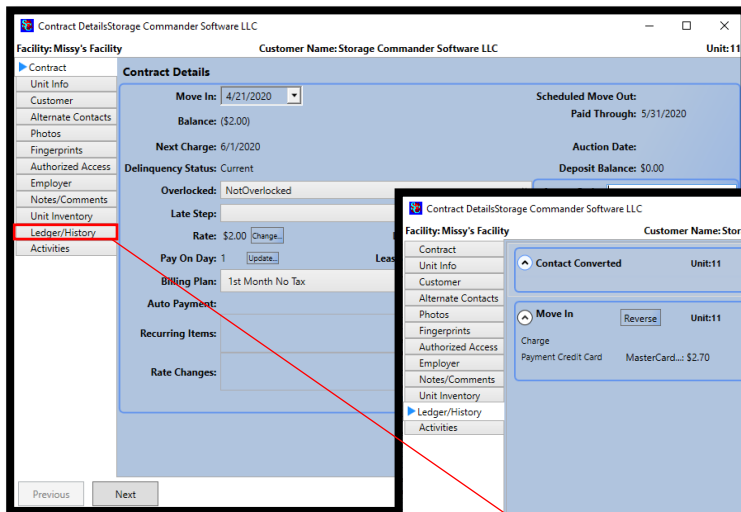
To RMail/ RPost signed online contract to Storage Commander you must follow the steps below.

1. Save the attachment from the e-sign email.

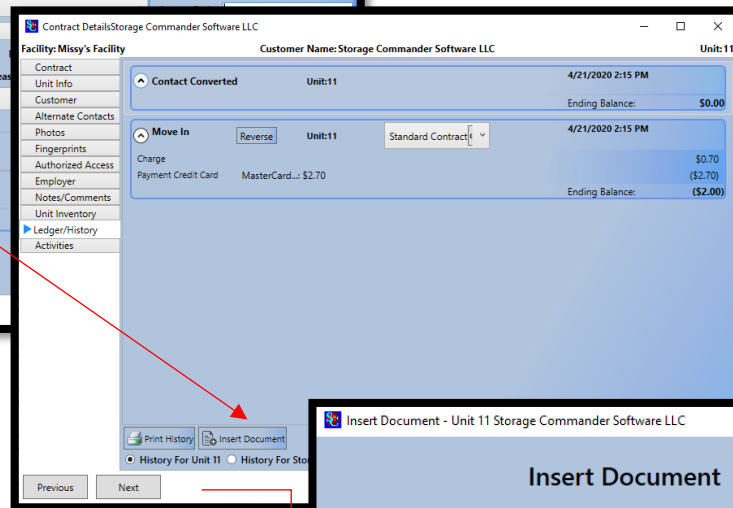


**NOTE:** Save the attachment to an area on your computer that is easily accessible.

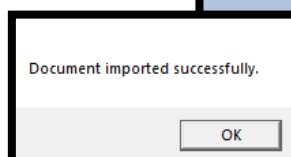
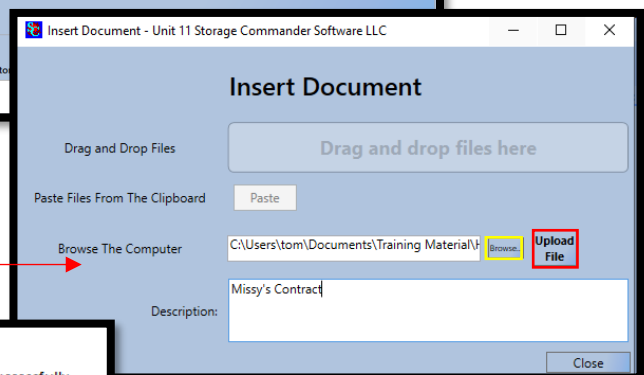
2. Locate the customer's account in Storage Commander and open the Contract Details. Click on **Ledger/ History**.



3. Click **Insert document** to import a document from a computer file.



4. Click **Browse** to search for the contract you want to upload to the customer's account. **Leave a description** and click **Upload File**.



## General Support Information

We're available to help you with any questions that you might have with using Storage Commander. Our software comes with technical support that is available from 7:00am to 5:00pm Monday through Friday **PST**, and Saturdays from 7:00am to 3:30pm **PST**.

## Technical Support for Storage Commander:

Technical Support: 951-301-1187

Fax: 877-600-8412

Digital Fax: 951-813-2548

Email: [support@storagecommander.com](mailto:support@storagecommander.com)

Website: [www.storagecommander.com/support](http://www.storagecommander.com/support)

## Sales for Storage Commander:

Front Office: 951-672-6257

Toll Free: 877-672-6257

Fax: 951-600-8412

Digital Fax: 951-813-2548

Email: [sales@storagecommander.com](mailto:sales@storagecommander.com)

Website: [www.storagecommander.com](http://www.storagecommander.com)

For additional information and resources please visit our website at: [www.storagecommander.com/support](http://www.storagecommander.com/support)