

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 <u>https://www.rpost.com/</u>. 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.

Company Setup		Contract Ite	ms	A	ccount	ing		Marketi	ing Data		
Com	🐮 Facility Det	ils						- 1	- ×	iources	
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Fac	Email:	info@store;	pecommander.com	Settings.	Facility II				Hours	act	
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			Nar	nber: (951) 672-	6257		E E	-			
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Mana										y types	
6											

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 <u>https://www.storagecommander.com/partner-exchange/</u>

1. Select the facility and click *Settings*.



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 <u>Storage Commander</u> <u>Operations Manual</u>.

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

			signature.
🔁 Receipt Window		- 🗆 ×	
Print Documents	 ✓ Receipt ✓ Insurance Contract ✓ Rental Contract 	E-Signature	NOTE: For the E-signature to populate for the customer it is required to select the button.
View Documents	E-Mail Address: Missy@storagecomma or Sign up for RPost Save Email Ad	Receipt Window Print Documents View View Documents	 - □ × ✓ Receipt ✓ Insurance Contract ✓ Rental Contract (E-Signature requested)
 Click Registere contract out to signature. 	d Email to send to the the customer for	E-Mail Receipt	E-Mail Address: Missy@storagecommander.com fo or Sign up for RPost Save Email Address To Customer's Account Close

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.

Fit 4/17(2020 2:10 PM Missy@storagecommander.com Registered: Renal Documents To Missy@storagecommander.com If there are problems with how this message is displayed, dick here to view it in a web browser.	
Rental Contract.pdf	
RMail Electronic Signature Request A document has been sent for you to review and electronically sign. Please click the <u>yellow "Wew & Sign</u> Document" button below to view and sign the agreement in your web browser.	
View & Sign Document	
This email was sent from <u>Missy@storagecommander.com</u> requesting you to sign an agreement. If you have any questions, please contact the sender by replying to this message.	
If the "View & Sign Document" button is not active, please copy and paste this link into your web browser: https://esign.r1.rpost.net/documents/signh/JvFx3/GaL&JJIWIzTNgDPovCgmcENprgdfEr5RvK	
RPost * PATENTED	

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

			×							
	Instructions: How To E-Sign									
1	Review The Agreement Navigate the pages using the top menu, the side navigation arrows or using the keyboard's left and right arrow keys.	>								
2	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.	*	ADD SIGN Jim Davis							
3	Click Finish button when done	→	Finish 📕							
	CONTINUE									

 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. Leftclick and drag your mouse to script your name. Add Text (Optional) Click the "Click to Type" button and add text.

SIGN ADD TEXT CL	EAR DOCUMENT	VIEW PDF DECLINE FINISH
•		ession Timeout: 20 Minutes
	Missy's Facility 41695 Date St. Murrite, CA SISSI (841) 872-8257 Minegiltoragecommander.com Contract Number Standard	
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	Engineer Additional Priorie NO RENT REFUNDS PLEASE PROVIDE THE NAME AND ADDRESS OF ANOTHER PERSON IN ADDITION TO YOU WHOM ANY PRELAMMARY LEN NOTICE AND SUBSEQUENT NOTICES MAY BE SENT. Non Price	this sy's Facility etos Doe 54, Mary Wing@enrege-convectedre 31, 927-9257 Wing@enrege-convectedre 21, 927-9257 Contract Number
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	Customer Signature:	 IPACE: Once the basis and basis in the basis and parts that these parents into these parents intothese parents int

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.

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

					E-Sig	<u>g</u> n					٦
SIGN	ADD TEXT	CLEAR DOCUMENT			<< Page	1 >>		VIEW PDF	DECLINE	FINISH 🚯	
								Session Timeout: 20 Mi	nutes	×	
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				41695 Date Mi	Missy's Fa St. Murrieta, CA ssy@storagecom	acility 092562 (951) 672 mander.com	6257				
					Contract N	umber					
					Standa	ard					
				R	ENTAL AGR	EEMENT					
		1. LE	EASE INFORMATION:	B. Storage Space N	. 28	C. Approx. Unit Size	5 X 10				
		D. Act	cess Code:	E. Administration Fe	e: \$15	F. Rental Rate Per I	lonth: \$\$5.00				
		G . Oc	cupant's Name(s): Missy S	torage Phor	e: (951) 672-6257						
		Addre	ss 28999 Old Town Front S	Street	City: Temecula	State: CA	Zip: <u>92590</u>				
		Drivers	sLic#:	E-Mail address: Mis	sy@storagecommand	er.com Cel	ular#:				
		Emplo	oyer: <u>{employer</u> }	Phone:							
					NO RENT RE	FUNDS					
		PLEA	SE PROVIDE THE NAM	IE AND ADDRESS O	F ANOTHER PERS	ON IN ADDITION	D YOURSELF NOT LIMNG W	гХ уоџ то			
		Nama:	-	Phone:			1-10				
		Addres 2. PA Facility	a: City ARTIES AND DATE: This by ("Owner") and the individ	y: State: Lease Agreement (*Lea fual named above (*Occi	Zip: se") is entered into in pant"), for the purpos	n duplicate, as of th	e date set forth above by and bet r the storage of personal property.	⊿ <u>//</u> ween Missy's			
		3. SF Murri	PACE: Owner agrees to le ieta CA, 92562 ("Storage	at, and Occupant agrees Facility'), the number of	to rent those premise which is set forth in S	s described as a sto lection 1.B above ("S	age space at Owner's facility at 41 pace"), on the terms and conditions	of this Lease.			
		4. TE basis.	ERM: The term of this ten: . The minimum rental term is	ancy shall commence as one month.	of the date set forth	in Section 1.A of th	s Lease, and shall continue on a m	onth-to-month			
		5. RE in adv order mail a rental	SNT: The rent shall be the a vance and without demand or credit card. Ow ner may it the address stated in the payments, the new rent w	amount stated in Section 1. Ow ner reserves the r change the monthly ren a agreement. The new r ill be charged against su	 F, paid to the Owner ight to require that re or other charges by g ant shall become effect ch payments, effectiv 	er at the address sta nt and other charge giving Occupant thirt ctive on the next da e upon giving notice	ed above. Rent is due on the first be paid in cash, certified check, (30) days advanced written notice te rent is due. If Occupant has me of the new rate.	of each month check, money by first-class ade advanced			I
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											┛

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

E-Sign	R Mail	Support Cardial US (R)		
Final Step - Please Complete the Information Below	N SKA	YOU'RE ALL DONE!		
Document Signature Place internoir name Missy Storage The optical E-color Janager(The document you've s	igned has been returned to the sender. You will receive a copy in your inbox shortly.		
And Signature Torse II Missay Storage Circle target Largets with the center of the sender that and any assassment () and it free marks. The senders that data yes assassment) and a free marks. The senders that any assassment of any marks to assass extremess signature and ages mere.	Rental Contract.pdf 284 KB E-SIG All parties have accepter	NRECORD Roman A contract of this document and have signed as follows:		
Percent 2012 2014 for here up that is preven i with a way were preventioned and the second prevention of the second preve	Signed By: Date: Time: Original Recipient: IP: Message Id	Missy Storage 4/17/2020 10:13:17 PM (UTC) missy@storagecommander.com 172:248.175.194 0182A06951E628F61EC8440BF57E353EB0C16642		
for the customer and a confirmation email will be sent to the customers email and the	Client Code RPost* Technologies: General tec websites (<u>https://www.meil.con</u> others are RPost patented techno 7966372, 6182219, 6571334, 988 (<u>https://www.rpost.con/about-r</u>	Herrit 'Echnologies: General terms, conditions, service levels, legal, trademark, and patent notices are available on RFost company (<u>www.msel.com</u>) and product webinet [<u>https://www.msel.com/beal-indices-?/seal-astend-code(a</u>) RFort's services, including (RNai ¹¹ , ROley ¹ , Registered Enail ¹⁷ , SdeNote ³ , RNai encyption, and othera are IBTots patented technologies protected with US and non-US patent application and US patents 200399, 922/913, 9463199, 8151105, 9463199, 8054023, 7064273, 6251255, 757334, 9464055, 9030055, 77734, 940 drive US and non-US patents listed at RFost company (<u>www.msel.com</u>) and product websites (https://www.rpost.com/blocut-post/intellectual-property/trademarks).		

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

6.

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.

STORAG C O M M A N D	d by E		Loo.On
		Online Services	
Move-In: Select	a Facility	Address	Features
	Missy's Facility	41695 Date St. Murrieta, 92562 CA (951) 672-6257 Missy@storagecommander.com	🙎 🗼 米 🥌 📮 🛗 🕹 📲 🕶 📭 🖬 🔁
Continue			

2. Select the desired unit size and click continue.

STOR					Log.On	Мо	ove-In	
			Online Servi	ices		Plea	ase enter your informati	on in the following form. Fields marked with an * are required.
Select the S	Size/Type of Unit						You	Unit Size: 5 X 5
select	Available?	Size 5 X 5	Area 25.00 Sq. Feet	S2.00	Features		Business	Monthly Rate: \$2.00
4		5 X 5	25.00 Sq. Feet	\$2.00			Alternate	Number of months paid today: 1
•	~	5 × 10	50.00 Sq. Feet	\$5.00		-	Employer	Charges Breakdown:
۲	V	10 X 10	100.00 Sq. Feet	\$90.00	🚛 🕹 📊	-	Employer	1st Month No Tax: 4/21/2020 \$0.70
0	V	8 × 12	96.00 Sq. Feet	\$95.00	.		Move-In Details	1st Month No Tax: 5/1/2020 \$2.00
0	*	12 X 25	300.00 Sq. Feet	\$110.00	<u>5</u> 🕶 🔁		Credit Card	Charges Summary:
0	V	10 X 20	200.00 Sq. Feet	\$120.00	🐺 🕭 📊			Bont Duo: \$2.70
0	V	12 X 30	360.00 Sq. Feet	\$145.00	🚛 🛃 🛲		Confirmation	
		20 X 20	400.00 Sq. Feet	\$210.00	* 📮 🔁			Total Due: \$2.70
0	V	12 X 35	420.00 Sq. Feet	\$400.00	🧶 🛃 🏧 🍡			
Select the M	elect the Number of Months to Pay (x2 = 52 payment before fees, rent prosts, etc.				*	Back Next		
Continue	Start Over				v			

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

Storage Commander	Online Services					
Address Line 1	Online M	love-In Successful!				
28999 Old Town Front Street						
īp	Facility Information	Unit Information				
92590	Missy's Facility	Unit Size: 5 × 5				
ard Number	41695 Date St.	Unit Area: 25.00 Sq. Feet				
5541 0320 0000 4422	Murrieta, CA 92562	Unit Monthly Rate: \$2.00				
	(951) 672-6257	Unit Number: 11				
to of the second s	Missy@storagecommander.com					
12/25 123	Your Information	Move-In Information				
0.17.1.2	Melissa Battistoni	Move In Date: 4/21/2020				
Get loken	40543 Eyota Ct.	Move In Time: 2:15 PM				
	Murrieta, California 92562	Confirmation Number: AC42443C-136B				
	9515871525					
	Missy@storagecommander.com					

4. Online confirmation. The customer will receive a contract for esignature and reciept 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.

			×						
	Instructions: How To E-Sign								
1	Review The Agreement Navigate the pages using the top menu, the side navigation arrows or using the keyboard's left and right arrow keys.	÷							
2	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.	>	ADD SIGN Jim Davis						
3	Click Finish button when done	÷	Finish 🔥						
	CON	ITINUE							

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.

	E-Sign				
SIGN ADD TEXT CLEAR DOCUMEN	NT << Page 1 >> VIEW DOT	DECLINE		E-Sign	
	Sesion Treor, 20		LEAR DOCUMENT	<< Page 🚺 >>	View For DECLINE FINISH ()
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3. 1940 8. 1940 1940 1940 1940 1940 1940 1940 1940	IPDEC Down stress to the of Downer stress process model or a stress process of Down's failing + 44980 Des. B. et al. State 15. A 1992 ("Down if is instrumed with an isother in a stress process of Down's failing + 44980 Des. B. et al. State 15. A 1994 ("Down if is instrumed with a loss." The Down is the Down if is instrumed with a loss. The Down if is instrumed with a loss. The Down is the Down if is instrumed with a loss. The Down is the Down if is instrumed based on the Down is the Down is the Down if is instrumed based on the Down is the Down if is instrumed based on the Down is the Down if is instrumed based on the Down is the Down if is instrumed based on the Down is the Down if the Down is the Down is a down if the Down is the Down		Index Cover agreed to the second	An observation of the second s	Chan we share the effect of the K . The share are shared in the share the

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-Si	gn					l
SIGN	ADD TEXT	CLEAR DOCUMENT			< Page	1 >>		VIEW PDF	DECLINE	FINISH 🕕	
								Session Timeout: 20 M	inutes	×	Т
					UNDO LAS						L
				41695 Da	Missy's te St. Murrieta, O Missy@storageco	Facility CA 92562 (951) 672 mmander.com	-6257				
					Contract	Number					
					Stand	lard					
				I	RENTAL AG	REEMENT					
		1. LEA A. Date	SE INFORMATION: of Lease: 4/17/2020	B. Storage Space	No: <u>28</u>	C. Approx. Unit Size	5 <u>5 X 10</u>				
		D. Acce	iss Code:	E. Administration	Fee: \$15	F. Rental Rate Per I	Month: \$ <u>\$5.00</u>				
		G. Occu	upant's Name(s): Missy	Storage PI	hone: (951) 672-6257						
		Address	28999 Old Town Front	Street	City: Temecu	la State: CA	Zip: <u>92590</u>				
		Drivers I	Lic #:	E-Mail address: N	lissy@storagecomma	nder.com Cel	lular#:				
		Employ	er: <u>{employer</u> }	Phone:							
					NO RENT F	REFUNDS					
		PLEAS	E PROVIDE THE NA	ME AND ADDRESS	OF ANOTHER PER	RSON IN ADDITION	C YOURSELF NOT LIMNG W	г₩үоυ то			
		Name:		Phone:	_		1.0				
		Address: 2. PAR	RTIES AND DATE: Thi	ity: State s Lease Agreement (*L	:: Zip: Lease") is entered into	o in duplicate, as of th	e date set forth above by and bet	ween Missy's			
		Facility 3. SPA	("Ow ner") and the indiv ACE: Ow ner agrees to	idual named above ("Or let, and Occupant agre	ccupant"), for the purp es to rent those premi	ose of renting space fi ses described as a sto	or the storage of personal property. prage space at Ow ner's facility at 41	695 Date St.,			
		4. TER basis, T	MI: The term of this te	nancy shall commence is one month.	as of the date set for	th in Section 1.A of th	is Lease, and shall continue on a m	onth-to-month			
		5. REN in adva order or mail at 1 rental p	fr: The rent shall be the nce and without deman r credit card. Ow ner ma the address stated in the ayments, the new rent in	e amount stated in Sect nd. Ow ner reserves th ny change the monthly n he agreement. The new will be charged against	ion 1.F, paid to the Ow e right to require that ent or other charges b v rent shall become el such payments, effec	ner at the address sta rent and other charge y giving Occupant thirt ffective on the next da tive upon giving notice	ted above. Rent is due on the first or s be paid in cash, certified check, or y (30) days advanced written notice ter rent is due. If Occupant has me of the new rate.	of each month check, money by first-class ide advanced			I
		6. CH/ Ow ner.	ANGE OF ADDRESS: On It is Occupant's respo	ccupant must provide a nsibility to verify that Ov	address changes to O wner has received and	w ner in w riting. Such recorded the request	change will become effective when ed change of address.	n received by			
		7. LAT date. O owner compen by Own	TE FEES AND OTHER C ccupant will pay Ow ne the indicated dishonore issate the Ow ner fo the.	HARGES: Occupant ag er the indicated fee for d check charge plus all or and other costs of c	rees to pay owner the each letter sent to O bank charges for any collection. In revent	e indicated late fee if re ccupant to notify Occu dishonored check. Th of default, Occupant a	ent is received ten (10) or more days upant of the default. Occupant agre ese fees are considered additional re igrees to pay all collection and lien o	after the due es to pay the ent and are to costs incurred			I
		Custo	mer Signature:	Missy Storage							L
											- 11

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

E-Sign					
Final Step - Please Complete the Information Below	Remail An Billian Service	SAURT CONTRACTO PRICING PRICING PRICING PRICE APPS CARD			
Document Signature Plase etting raine Mass Storage Title optional Facting Managed	The document yo	YOU'RE ALL DONE!			
Click to Sign A statement() and Turner agree to use electronic signature and age fore.	Rental Contract.pdf 284 KB	• N RECORD			
Next Capital 2000 - 2024 M Right Razved, Lager Marter, Ver generalizerts L condition, sonda tivel agreevent, prince per april registrational. Ministrational per april agreevent and an orbital concept. BioDecortes, 2000-000-000-000-000-000-000-000-000-00	REGISTERED. SIGNED. TIME-STAMPED. All parties have accepted the use of electronic signature for this document and have signed as follows:				
. A confirmation will populate in the browser for the customer and a confirmation email will be sent to the customers email and the	Signed By: Date: Time: Original Recipient: IP: Message Id Client Code	Missy Storage 4/17/2020 10.13:17 PM (UTC) missy@storagecommander.com 172.248.175.194 0182A06951E628F61EC8440BF57E353EB0C16642			
email registered to RMail/ RPost.	RPost' Technologies: General terms, conditions, service levels, legal, trademark, and patent notices are available on RPost company (<u>unwurnal com</u>) and product websites (<u>Intest-//www.rmail.com/Beat-Indices-//Beat-Intest-//Beat-Intest-//Beat-Intest-Intest-//Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Intest-Intest-Beat-Beat-Beat-Intest-Intest-Beat-Beat-Beat-Intest-Intest-Beat-Beat-Beat-Intest-Intest-Beat-Beat-Beat-Intest-Beat-Beat-Beat-Intest-Beat-Beat-Beat-Intest-Beat-Beat-Beat-Intest-Beat-Beat-Beat-Beat-Beat-Beat-Beat-Bea</u>				

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.



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

Website: 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

Website: www.storagecommander.com