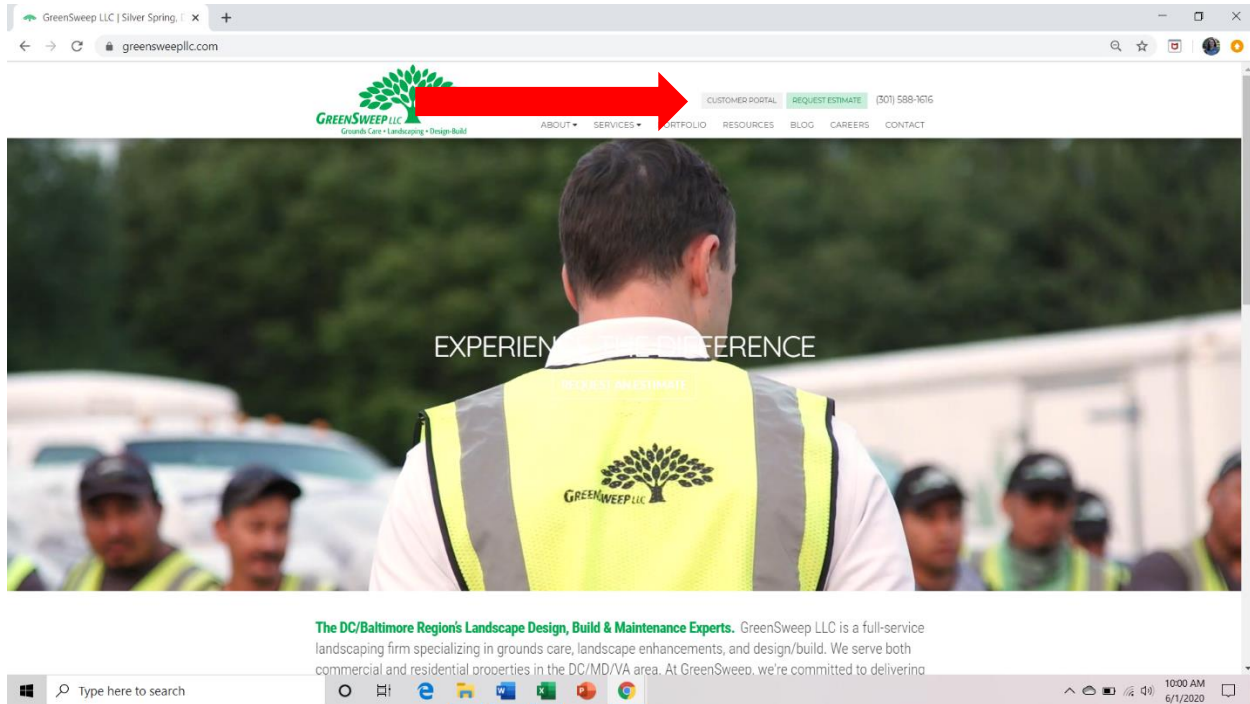


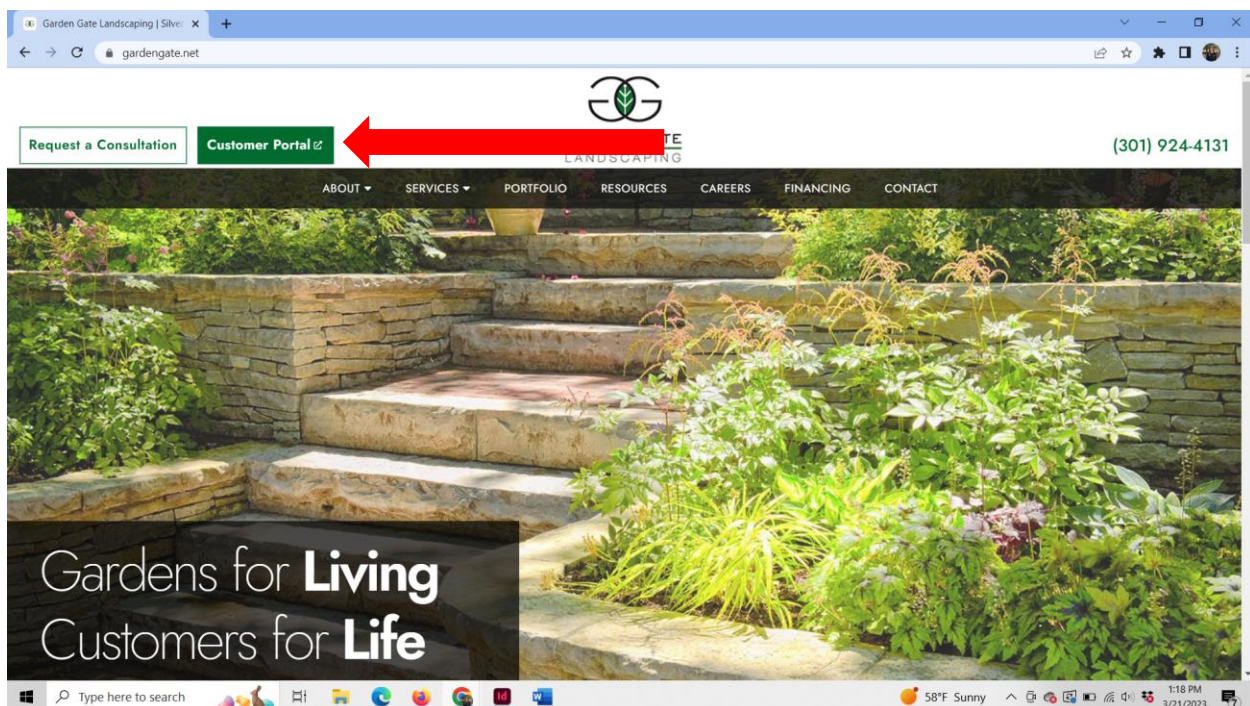
Instructions to Use the GreenSweep & Garden Gate Customer Portal

We are excited you are using our customer portal to help manage your account. The Customer Portal can be reached by both GreenSweep LLC and Garden Gate clients via either website. Here are some basic instructions to help you navigate the system. Please contact us if you have any questions.

You can reach the Customer Portal using the link in upper right corner of [the GreenSweep website](#).

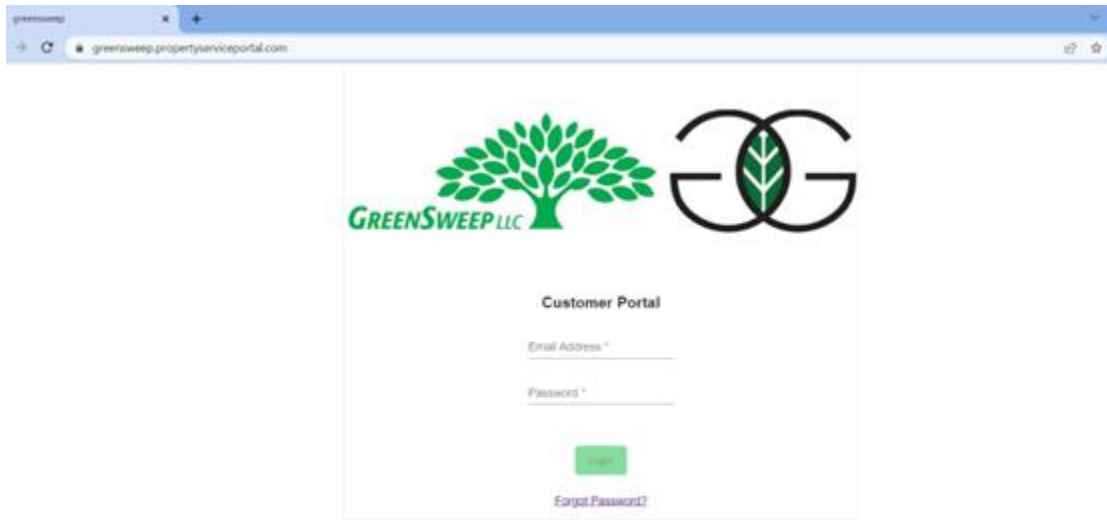


You can reach the Customer Portal using the link in upper left corner of [the Garden Gate website](#).

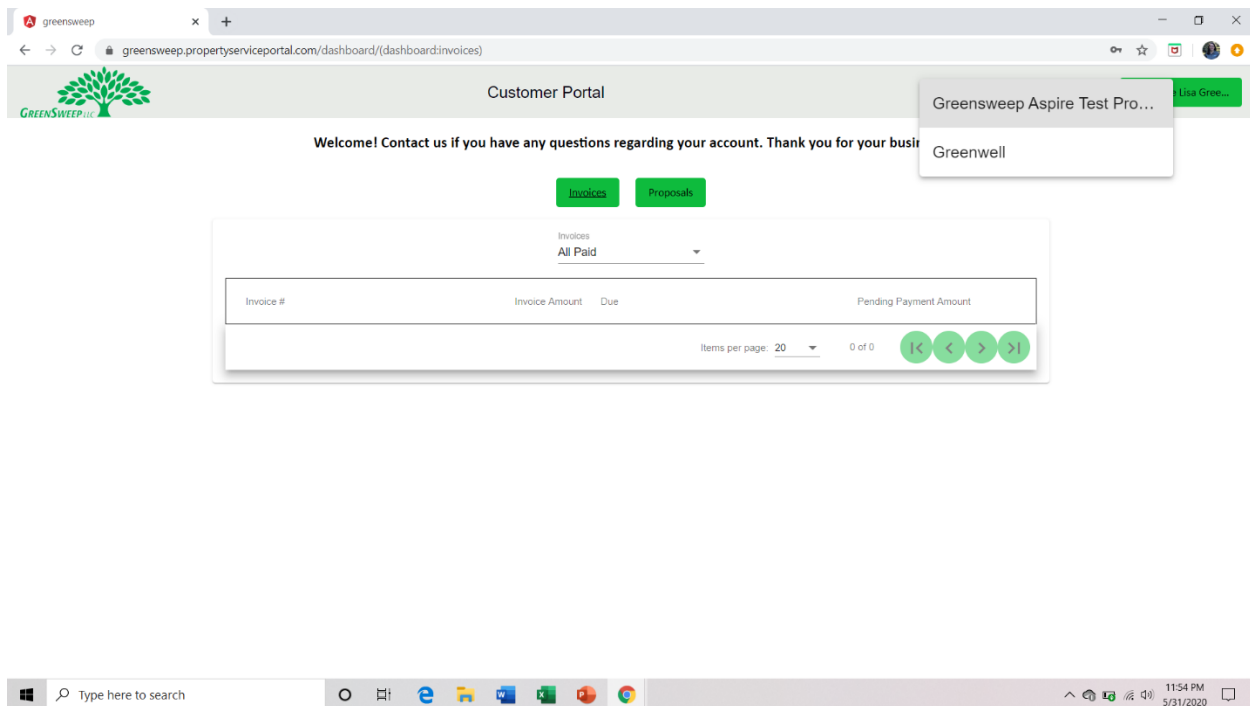


Instructions to Use the GreenSweep & Garden Gate Customer Portal

The URL to reach the portal is: greensweep.propertyserviceportal.com. This is the login page.

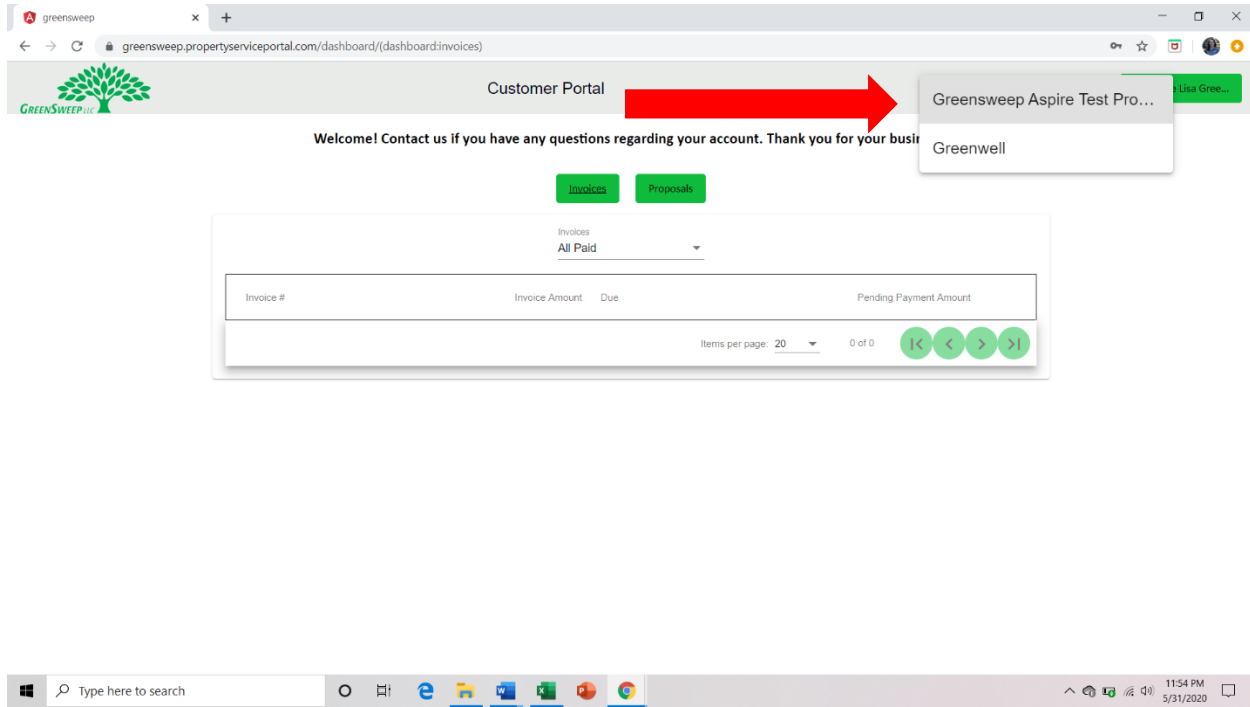


Once logged in, you will be on the **Dashboard**.

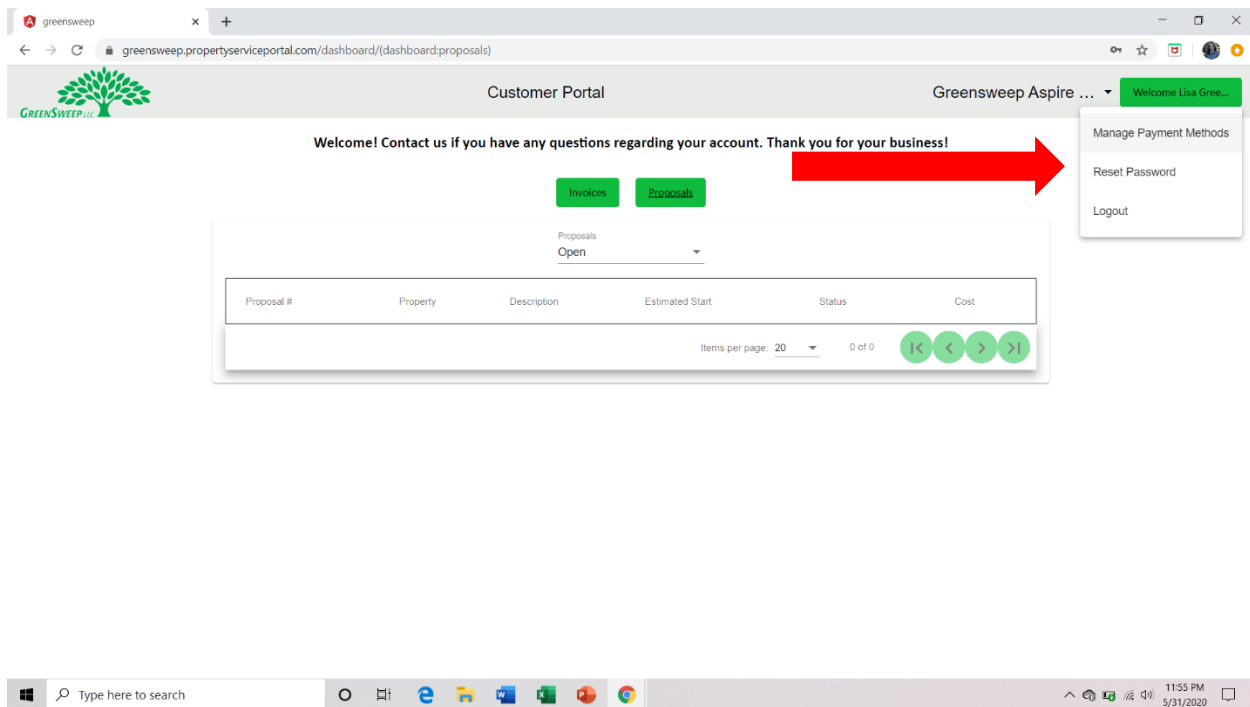


Instructions to Use the GreenSweep & Garden Gate Customer Portal

From the Dashboard, you will be able to navigate to the other parts of the system. If you have **multiple properties** in your portfolio, you will be able to view each account by **clicking on the property name** from the drop-down in the upper right corner.

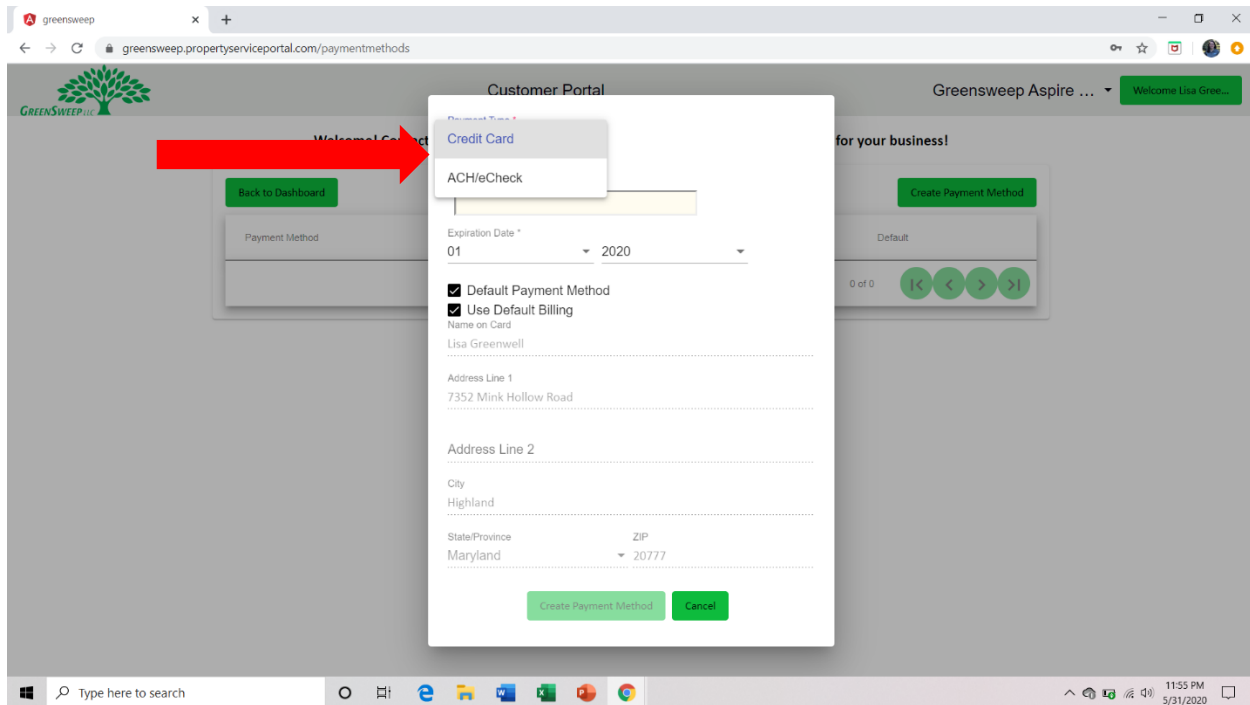


In the upper right corner, you can click on your name to **MANAGE PAYMENT METHODS, RESET PASSWORD, or LOGOUT** of the portal.



Instructions to Use the GreenSweep & Garden Gate Customer Portal

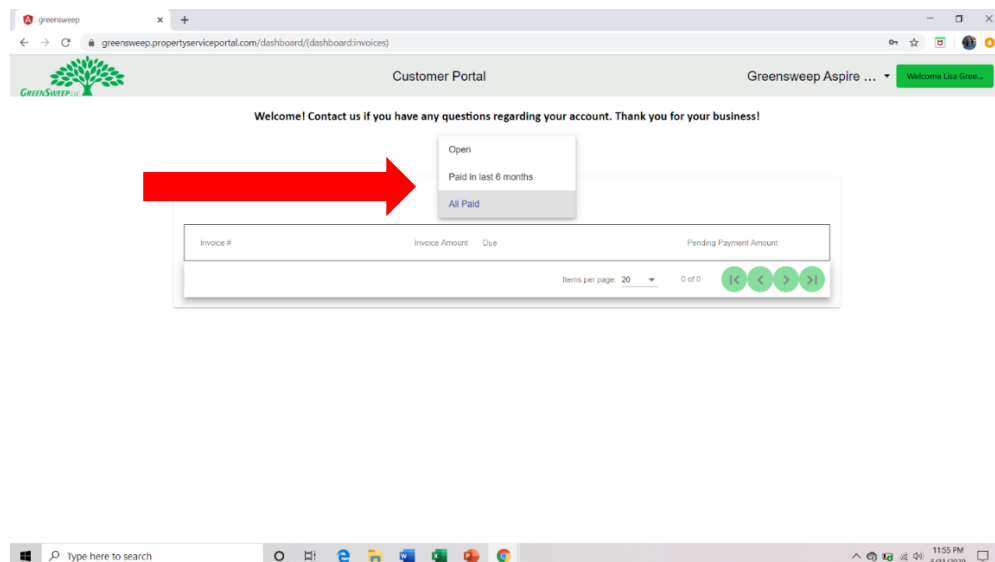
To facilitate electronic payments, you can **add multiple payment methods** to your account. Complete the form and select **CREATE PAYMENT METHOD** to save it your account.



If you opt to add an ACH/e-Check account, please note that you will input the account number followed by a backslash, and then the routing number (i.e., #####/#####). Do NOT include any spaces in this field.

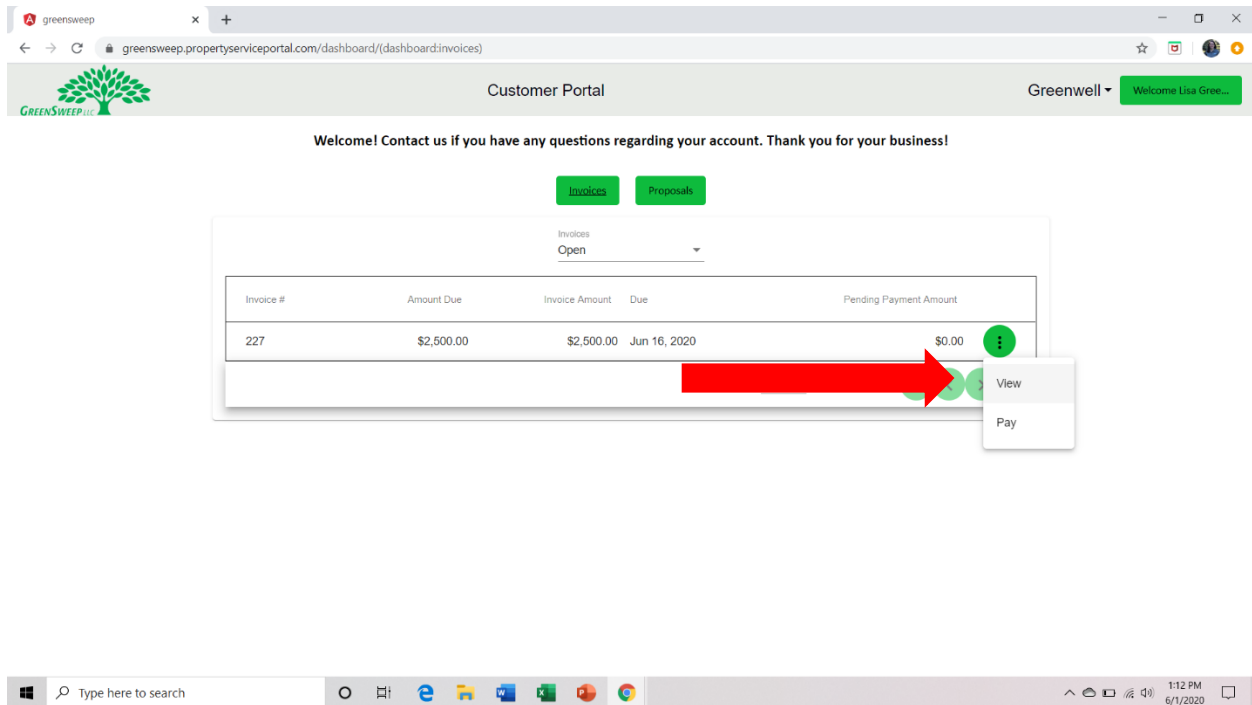
Please note all sensitive payment information is stored by the electronic payment processor which is PCI compliant. We do not store data related to electronic payment methods within our system.

Using the buttons in the center of the page you will be able to review invoices and proposals. In the **INVOICES** section, you can sort by all OPEN invoices, those PAID IN LAST 6 MONTHS, and ALL PAID.



Instructions to Use the GreenSweep & Garden Gate Customer Portal

To **view an invoice**, click on the vertical ellipse drop-down and select VIEW. When you VIEW an invoice, it will show the PDF which you can print or download if needed.



Customer Portal

Welcome! Contact us if you have any questions regarding your account. Thank you for your business!

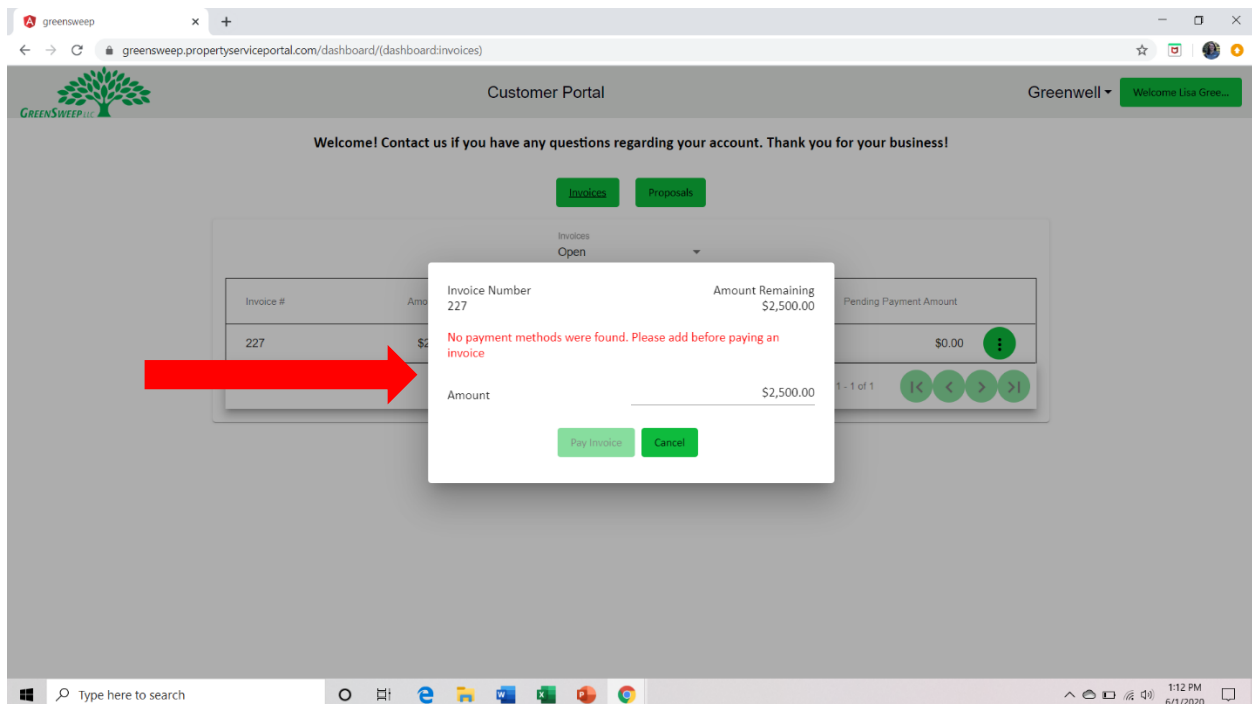
Invoices Proposals

Invoices
Open

Invoice #	Amount Due	Invoice Amount	Due	Pending Payment Amount
227	\$2,500.00	\$2,500.00	Jun 16, 2020	\$0.00

View
Pay

To **pay an invoice**, click on the vertical ellipse drop-down and select PAY. If you have not yet saved a payment method, you must do so before paying an invoice.



Customer Portal

Welcome! Contact us if you have any questions regarding your account. Thank you for your business!

Invoices Proposals

Invoices
Open

Invoice #	Amount	Amount Remaining	Pending Payment Amount
227	\$2,500.00	\$2,500.00	\$0.00

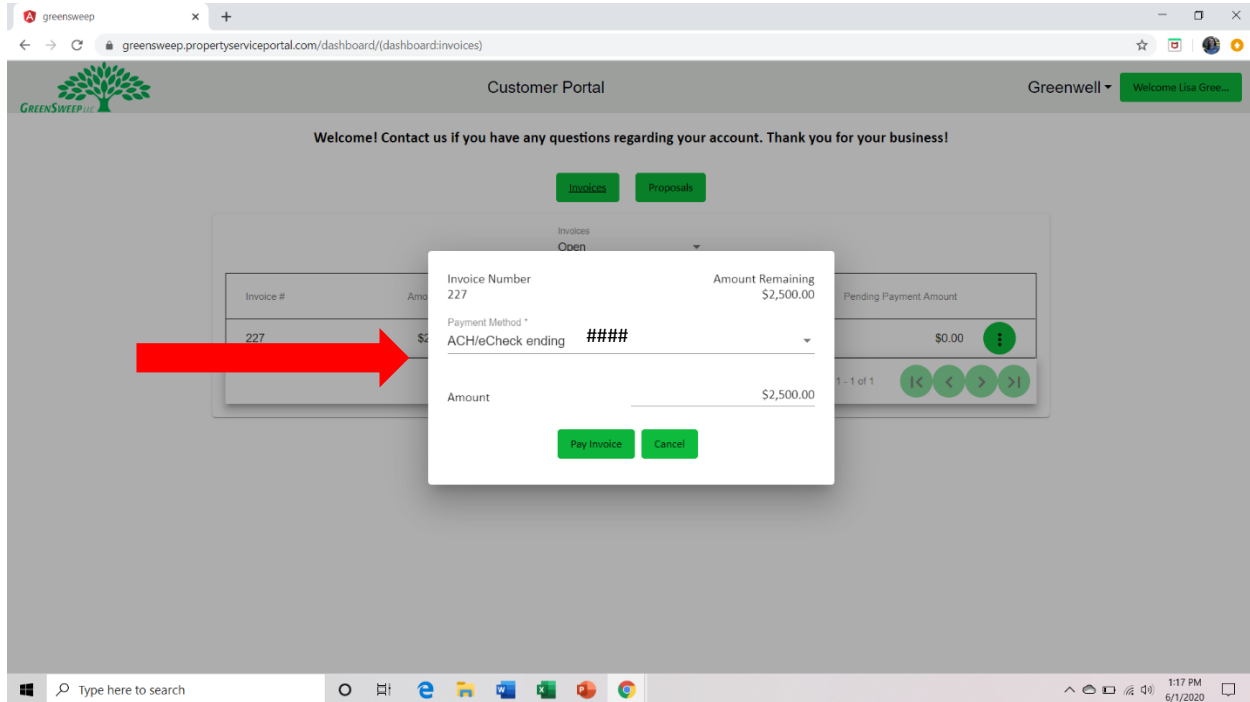
No payment methods were found. Please add before paying an invoice.

Amount \$2,500.00

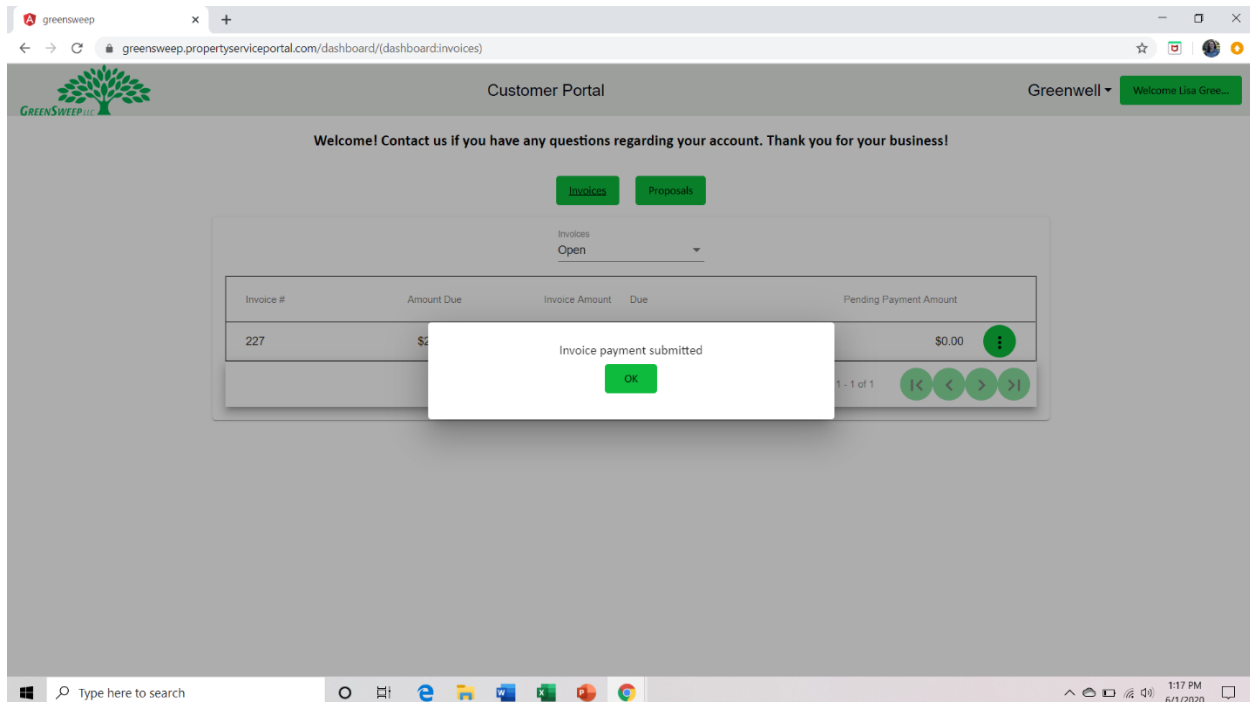
Pay Invoice Cancel

Instructions to Use the GreenSweep & Garden Gate Customer Portal

Once a payment method is added, you will be able to select PAY from the vertical ellipsis. Then on the pop-up screen **verify the payment method and the amount**. Then click PAY INVOICE.

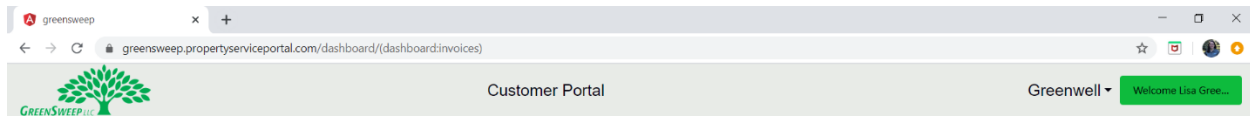


A confirmation message will appear once payment has been submitted.



Instructions to Use the GreenSweep & Garden Gate Customer Portal

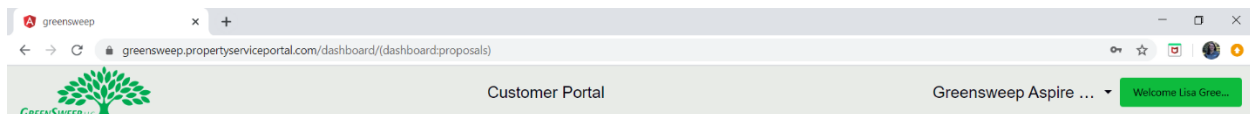
The PENDING PAYMENT AMOUNT will now reflect the payment recently submitted. Once the payment has processed it will appear in the PAID IN LAST 6 MONTHS view.



Invoice #	Amount Due	Invoice Amount	Due	Pending Payment Amount
227	\$2,500.00	\$2,500.00	Jun 16, 2020	\$2,500.00



In the **Proposals** section, you can sort by all OPEN proposals, proposals where WORK IS IN PROCESS, and COMPLETED WORK IN PAST 12 MONTHS. OPEN proposals will be all proposals completed by our team but not yet signed. WORK IN PROCESS are proposals which have been authorized and work is either scheduled or currently underway.

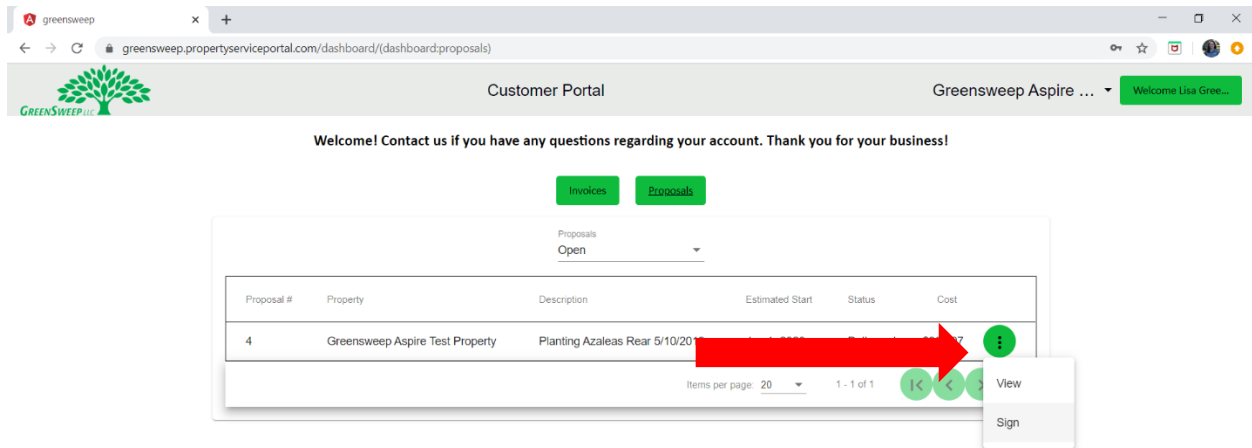


Proposal #	Property	Description	Status	Cost
Items per page: 20 0 of 0				



Instructions to Use the GreenSweep & Garden Gate Customer Portal

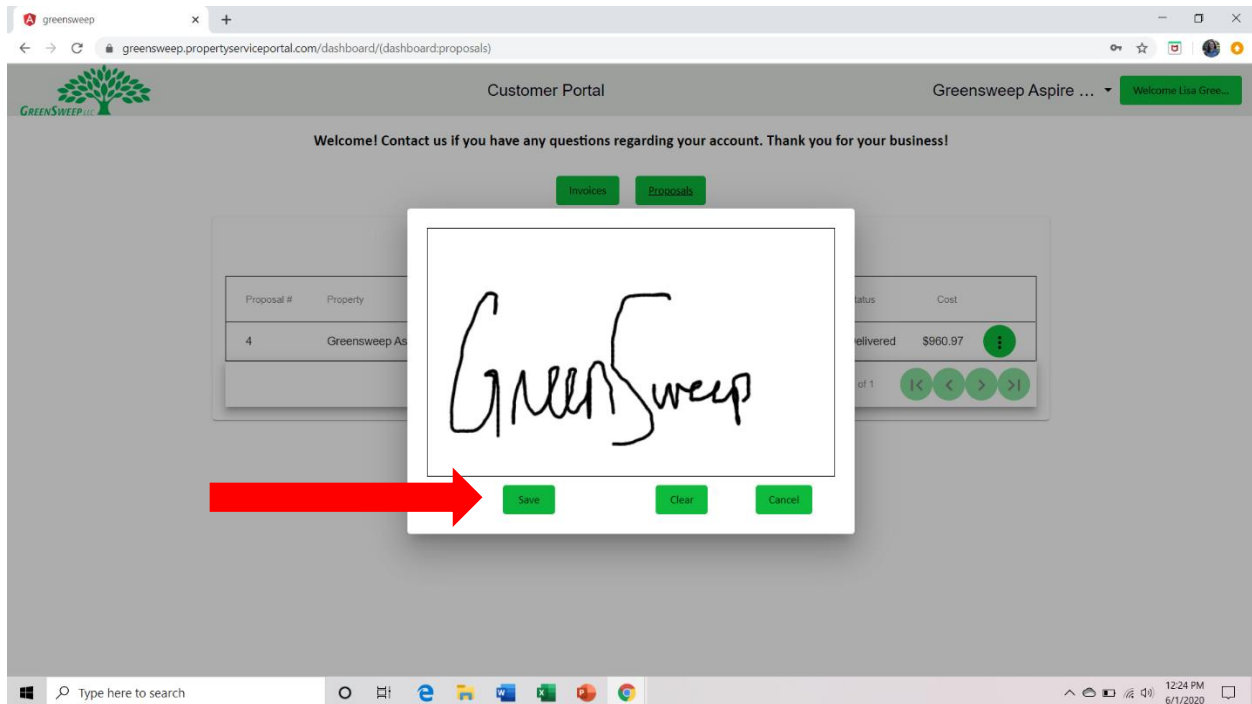
To **view a proposal**, click on the vertical ellipse drop-down and select VIEW. When you VIEW a proposal, it will show the PDF which you can print or download if needed.



The screenshot shows the GreenSweep Customer Portal interface. At the top, there are navigation buttons for 'Invoices' and 'Proposals'. Below these is a table of proposals. The first row in the table is highlighted, and a red arrow points to a vertical ellipse icon in the right-hand column of that row. A dropdown menu is open, showing 'View' and 'Sign' options.

Proposal #	Property	Description	Estimated Start	Status	Cost
4	Greensweep Aspire Test Property	Planting Azaleas Rear 5/10/2019			

To **sign a proposal**, use your mouse cursor to draw an electronic signature, then click SAVE.



The screenshot shows the GreenSweep Customer Portal interface with a signature box overlaid. The signature box contains the handwritten text 'GreenSweep'. Below the signature box are three buttons: 'Save', 'Clear', and 'Cancel'. A red arrow points to the 'Save' button.

Please note data prior to June 1, 2020 is NOT loaded in the new system. If you need access to previous data, please contact our staff and we will be happy to assist you. If you need assistance navigating the portal at any time, please reach out to us. Thank you!