

Setting Up Buildium

- 1) You will need to set up an account. Please text me (217) 622-0753 your email address along with your first and last name. I will add your information into the system and send you an invitation email.
- 2) Click the link in your invitation email.
- 3) This link takes you to the login page. Your username will be the email address you gave me. Then create a password.

Accessing Buildium

Once you set up an account, there are two ways to access Buildium:

1. An app called “Resident Center.” It is best to search “Buildium Resident Center” in the app store
2. The other option is to go on our website - mbcspi.com. At the top menu, click “Current Tenants.” Then click the icon that says “Buildium Resident Center”

Submitting a Maintenance Request

1. Login to Buildium
2. Under “Requests,” select “Create a Request”
3. You will see two options, a maintenance request or a general inquiry. Please fill out the appropriate information and click submit.

Please note that the option to pay rent through Buildium is currently not set up, so the balance will show \$0.00