

# Activate the Alexa Integration for Your Online Portal

Download the “My Property Manager” skill to Alexa to help you complete certain tasks in your Online Portal.

Currently, Alexa can assist with retrieving your property manager’s contact information and submitting maintenance requests.

## To successfully use the integration:

- You must have an active Online Portal
- You must have the Amazon Alexa app on your primary mobile device
- Your Alexa enabled device (echo, dot, Sonos One etc.) is paired with your primary mobile device
- You have enabled the “My Property Manager” Skill for Alexa (instructions below)

## In This Article:

- [Download the “My Property Manager” Skill for Alexa](#)
- [Use the “My Property Manager” Skill](#)

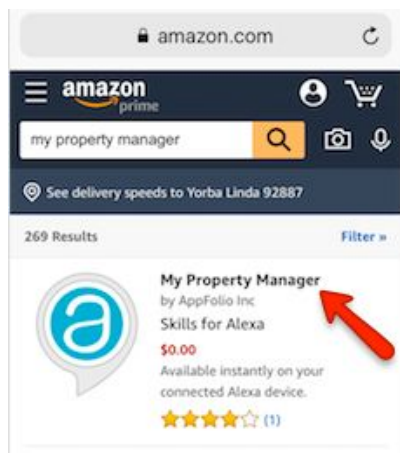
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## Download the “My Property Manager” Skill for Alexa

In order for Alexa to recognize the commands for your Online Portal, you must download the “My Property Manager” skill.

[Learn how to enable an Alexa Skill.](#)

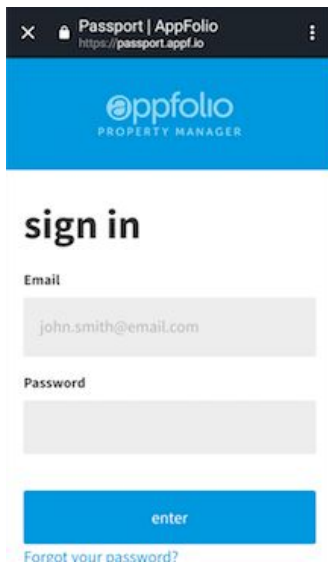
1. Go to Amazon.com and search “**My Property Manager**” or “**AppFolio**.”



2. Tap the “My Property Manager” option, then click **Enable**.



3. Enter your Online Portal login credentials. These are the same as you use when logging in to your Online Portal from your phone or computer.



4. You are notified that **My Property Manager** is successfully linked.



5. You can now command to Alexa to complete tasks in your Online Portal.

## Use the “My Property Manager” Skill

Currently, Alexa can assist with retrieving your property manager’s contact information and submitting maintenance requests.

To **cancel** an in-progress conversation with Alexa, say “cancel” and Alexa will confirm.

**Please note** you cannot cancel a maintenance request through Alexa once it has been submitted.

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### How to Request Property Manager Contact Information

The best way to get your property manager’s contact information through Alexa is beginning your request with “ask,” and always include “my property manager.”

#### Examples:

“Alexa, ask my property manager for their contact info.”

“Alexa, ask my property manager for their phone number.”

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### How to Submit a Maintenance Request

The best way to successfully submit a maintenance request through Alexa is beginning your request with “tell” and include “my property manager.”

#### Examples:

“Alexa, tell my property manager the bathroom sink is clogged.”

“Alexa, tell my property manager the exterior light bulb is burnt out.”

“Alexa, ask my property manager for help.”

Once the initial request is made, Alexa will begin a short dialogue to retrieve additional details, such as location of the issue and if your property manager has permission to enter with their own key.