



Interactive Table of Contents

What is DashComm?	2
DashComm Roles	4
How to make a VersaPay Payment	5
How to Submit a Request	8
How to Submit Sales	9
Administrator's Guide	10



Questions about DashComm? Email us!
DashComm@phillipsedison.com

What is DashComm®?

DashComm® is a website that allows all of our Neighbors — you! — to communicate more easily with the correct Phillips Edison (“PECO”) contacts (Property Manager, Billing Representative, and others). It’s also the site PECO uses to reach out to you.

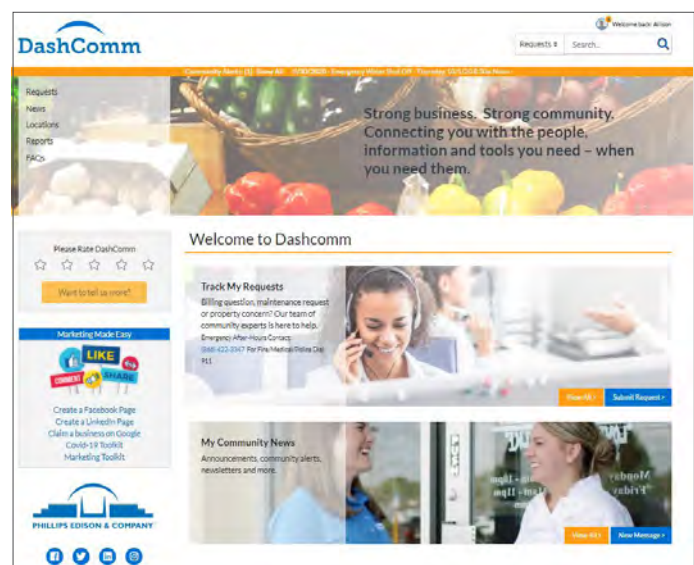
You can report issues with your suite or with the shopping center common areas, read newsletters and other notifications and submit requests. DashComm® will deliver updates, responses and notifications directly to your email. You won’t have to log into the website to read a response, it will be delivered right into your email inbox.

If you want to respond to an email request update, simply click the link at the bottom of your email (“View Request”), and that will take you directly to the place where you can type your response.

We think it’s easy to use and we hope you agree! If, after you’ve followed the steps below to get a login, you have any questions at all, we will be happy to answer them for you. Just send an email to DashComm@phillipsedison.com.

How to Register

1. Email DashComm@phillipsedison.com your request for log-in information. PLEASE PROVIDE the following:
 - A. Your shopping center name
 - B. Your business name
 - C. Your first and last name
 - D. If you are the owner of the business or not (Owner=Yes or Owner=No)
 - E. If you require access to pay and view invoices (yes or no).
 - F. If you require access to view or submit sales figures (yes or no).
2. You will receive a log-in email from DashComm®. When you get it, click the required link to finish setting up your account. NOTE: The emailed link will expire within 24 hours of receipt.
3. If needed, you may request a training call. Email Samantha Goebel sgoebel@phillipsedison.com to request training.



Communication Made Easy

You can use DashComm® in many ways to communicate with PECO (your landlord):

- Alert us to an issue at your center
- Submit monthly sales figures
- Update your contact information
- Ask a question... about your bill, your lease, your center... or anything else!
- Review your lease documents
- See your invoice

We are constantly striving to make DashComm® better, and many more features are to come!

Notifications Immediately

DashComm® is also the platform we use to ensure that all of our Neighbors receive important notifications, such as:

- Newsletters
- COVID-19 updates
- Upcoming common area repairs/improvements
- Scheduled inspections
- Emergency alerts
- Hurricane preparedness news
- And much, much more!

DashComm® was built for you! It provides a single storage location for all of your PECO related communications. Your team of users will have access to all comments and concerns submitted to PECO, and all the answers, too!

PECO's goal is to provide a way for our Neighbors to have direct communication with us. Our Neighbors shouldn't have to know which department handles what concerns. Submit your question or concern through DashComm® and the system will put that submission into the hands of the person who can best resolve or answer it!

In addition to giving easy access to the right people, DashComm® time-stamps and date-stamps every request submitted. This allows us to see that everyone has been acknowledged in a reasonable amount of time! It's a win/win for all!



DashComm® Tip! You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm? Email us!

DashComm@phillipsedison.com



Basic

All registered users will have access to the Basic functions which include:

- Submit requests to Phillips Edison (the landlord)
- View the directory
- See any/all notifications sent to you from Phillips Edison



Sales

Basic access, plus:

- The sales link to view and report sales



Accounting

Basic access, plus:

- The invoices link to view and pay invoices



Administrator

Basic, Sales and Accounting access, plus:

- Add/remove users and adjust users' access
- View lease documents
- Submit compliance related documents

NOTE: To register for DashComm® or change or edit the access level for yourself or one of your users, please email DashComm@phillipsedison.com. If you are the administrator, you have access to do this in your Business tab. Registration emails have a 24-hour window before the information then will expire. If your registration email expires, please email DashComm@phillipsedison.com and the password will be reset on your behalf.



DashComm® Tip! You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm? Email us!

DashComm@phillipsedison.com

How to Submit a Request

1. Go to www.dashcomm.com and log in (click on 'Forget Password' if necessary).
2. Click on the drop-down menu in the top left corner of the DashComm® dashboard.



3. Select 'Requests' from the drop-down menu then click on 'Create Request.'

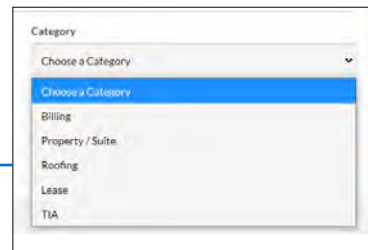


4. Type your request in the 'Enter Request Details' text box.

A screenshot of the 'Create Request' form. The form has a title 'Create Request' and a subtitle 'Select a Property and Neighbor (required)'. Below the subtitle is a button 'Click to select a Property (required)'. There is a text box labeled 'Enter your request details...' with a blue circle around it. To the left of the text box is an 'Upload Files' button with a blue circle around it. To the right of the text box is a 'Category' dropdown menu with a blue circle around it. At the bottom right of the form is a 'Create Request' button with a blue circle around it. There is also a 'Cancel' button next to it.

5. Click the 'Request' drop-down and choose the type that most accurately fits your issue.

★ **DashComm® Tip!** This will help DashComm deliver your request directly to the associate who can best address your concerns.



6. To include an attachment, click on 'Upload File.' To upload multiple documents, hold down the CTRL key while selecting all desired documents.

★ **DashComm® Tip!** You can also drag and drop documents into the 'Upload File' bubble!

7. Once you have written your request and attached documents (if necessary) click 'Create Request' to submit your request. You can view your submitted request by returning to the dashboard and click on 'Requests.' Your request will also be emailed to you.

Ongoing Communication

Be sure to mark dashcomm@phillipsedison.com as a safe email address! All communications will come from DashComm® and will be delivered to your (registered) email inbox(es).

★ **DashComm® Tip!** You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm®? Email us!

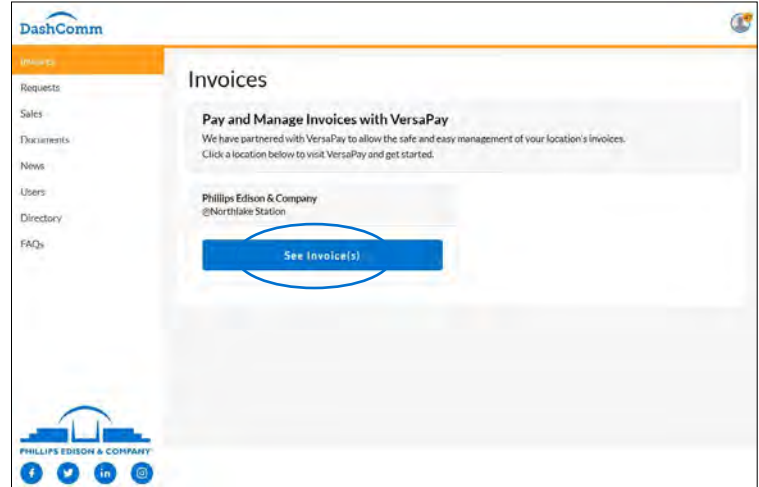
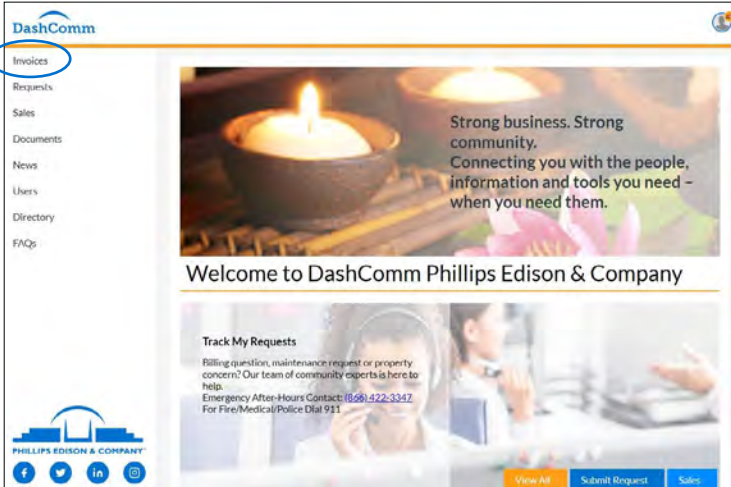
DashComm@phillipsedison.com

How To Make VersaPay Payments

If you do not have access to the Invoices link and believe you should, please email dashcomm@phillipsedison.com.

Getting Started

1. Log in to DashComm® by visiting www.dashcomm.com. Your username is your registered email address.
2. Click on **Invoices** in the top left menu. This will direct you, by default, to VersaPay.



3. If it is your first time accessing VersaPay, you will need to agree to a one-time enrollment to accept Terms of Use.

4. Enter your payment method(s). Click on the plus sign to enter your banking information. When completed, click on **Add Bank Account**.

*** DashComm® Tip!**
Be sure to include all zeros.
All routing numbers must be
nine digits.

5. Confirm your banking information is correct.

Confirm Banking Information

If the bank account number is incorrect, Versapay transactions will bounce. This account may be charged a fee for each bounced transaction.

Branch: 122000247

Account Type: checking

Bank Account Number: 0000271156

Name: Jewel

Address: ...

Confirm Bank Account [Go Back](#)

6. Choose which invoice(s) you want to pay. You can also choose to apply credits (an example of a credit is below).

Pay **Mark for Payment** **PDF**

4 invoices, \$508,570.62 Owning / \$508,570.62 Total.
2 credits, (\$57,080.59) available / (\$57,080.59) Total.

<input type="checkbox"/>	Invoice #	Reference	Reference	Total Billed	Status	Invoice Date	Due Date	Remaining Balance
<input checked="" type="checkbox"/>	EXAMPLE				CREDIT	07-27-2020	07-27-2020	
<input checked="" type="checkbox"/>	EXAMPLE				CREDIT	07-28-2020	07-28-2020	
<input checked="" type="checkbox"/>	EXAMPLE		Recurring		OVERDUE	08-01-2020	08-01-2020	
<input type="checkbox"/>	EXAMPLE		Manual		OVERDUE	09-28-2020	10-28-2020	
<input type="checkbox"/>	EXAMPLE		Manual		OVERDUE	10-01-2020	10-31-2020	
<input checked="" type="checkbox"/>	EXAMPLE		Recurring		OVERDUE	11-01-2020	11-01-2020	

7. You have the option to pay in full (click on **Continue**) or partially (click on **Details**).

Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/> EXAMPLE	\$57,080.59	\$57,080.59	Details	\$0.00	
Total	\$57,080.59			\$0.00	

[View List](#) [Continue](#)

8. Below is the **Details** screen.

Short-paid line items must have a note.

Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/> EXAMPLE		\$56,413.92		\$666.67	
EXAMPLE			5,000.00	\$666.67	disputing CAM increase
EXAMPLE			\$51,413.92	\$0.00	
Total		\$56,413.92		\$666.67	

[Clear List](#) [Cancel Changes](#) [Continue](#)

*** DashComm® Tip!**
When making a partial payment, a note must be entered!

9. You will see a summary showing payments and credits entered. **Total Charge** will be withdrawn.

You are about to make the following payment

SUMMARY OF PAYMENT TO PHILLIPS EDISON & COMPANY

TOTAL CHARGE

\$56,413.92

[Cancel](#) [Complete Payment](#)

10. A payment number will be assigned to confirm the exact payment.

Your payment of \$56,413.92 has been processed as payment number

11. A full payment will remove the invoice. A partial payment will show the remaining balance and take you back to the **Ready to Pay** screen.

Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input checked="" type="checkbox"/> EXAMPLE		\$666.67	Details	\$0.00	
Total		\$0.00		\$0.00	

[Clear List](#) [Continue](#)

*** DashComm® Tip!**
A paperclip next to the invoice means there is backup documentation for the manual charge!

Invoice #	Total Billed	Owing	Payment	Remaining Balance	Note
<input type="checkbox"/> 005008 EXAMPLE		\$546.98		CURRENT	

Setting Up AutoPay

1. Click on **Sign Up for AutoPay** then click on **New**.

The screenshot shows the top navigation bar with 'Invoices', 'Payments', 'Activities', and 'Documents'. Below the navigation bar, there's a section for 'Authorized by saml_3p'. A search bar is present. On the left, there are tabs for 'View', 'What should I pay?', 'Scheduled Payments', and 'More'. Below these, there are filters for 'Invoice Date' and 'Due Date'. On the right, there's a table with columns: Invoice #, Reference, Total Billed, Status, Invoice Date, Due Date, and Remaining Balance. The first row shows an invoice with ID 'M007650-010432-20200609', status 'OVERDUE', and a due date of '07-09-2020'. A 'Sign Up for AutoPay' button is circled in blue in the top right corner.

2. Choose your bank account from the first drop down option.

The screenshot shows the 'Payment Methods' section. A dropdown menu is open, showing a list of bank accounts. The first option is selected. Below the dropdown, there's a section for 'You have outstanding invoices that may qualify for this AutoPay'. There are two radio buttons: 'Let AutoPay pay these according to the specified criteria' (selected) and 'I will pay these myself: AutoPay should pay my new invoices only'. A 'New' button is circled in blue.

4. Choose the date.

The screenshot shows the 'Payment Methods' section. A dropdown menu is open, showing a list of dates. The first option is selected. Below the dropdown, there's a section for 'You have outstanding invoices that may qualify for this AutoPay'. There are two radio buttons: 'Let AutoPay pay these according to the specified criteria' (selected) and 'I will pay these myself: AutoPay should pay my new invoices only'. A 'New' button is circled in blue.

6. Select **Recurring** from the drop down.

The screenshot shows the 'Payment Methods' section. A dropdown menu is open, showing a list of payment methods. The 'Recurring' option is selected. Below the dropdown, there's a section for 'You have outstanding invoices that may qualify for this AutoPay'. There are two radio buttons: 'Let AutoPay pay these according to the specified criteria' (selected) and 'I will pay these myself: AutoPay should pay my new invoices only'. A 'New' button is circled in blue.

***DashComm® Tip!** Recurring would be your monthly charges. Manual would be the reconciliations, TBB, Utilities, etc.

The screenshot shows the 'Payment Methods' section. The 'AutoPay is OFF' status is displayed. There's a section for 'Bank Accounts' with a table showing one account. A 'Remove' button is next to it. Below that, there's a section for 'Payment Cards' with a table showing no cards. A 'Add Card' button is present. A 'New' button is circled in blue.

3. Choose your preferred payment date from the second drop down. If you select **On Specific Date**, go to step 4. If you select **On Due Date**, skip to step 5.

The screenshot shows the 'Payment Methods' section. A dropdown menu is open, showing a list of payment dates. The 'On Due Date' option is selected. Below the dropdown, there's a section for 'You have outstanding invoices that may qualify for this AutoPay'. There are two radio buttons: 'Let AutoPay pay these according to the specified criteria' (selected) and 'I will pay these myself: AutoPay should pay my new invoices only'. A 'New' button is circled in blue.

5. Choose **Yes** to “AutoPay should apply available credits”.

Note: By checking **Yes**, any outstanding credits will be applied to the current month’s rent, decreasing the amount pulled.

The screenshot shows the 'AutoPay should apply available credits' section. There are two radio buttons: 'Yes' (selected) and 'No'. Below them, there's a section for 'Only pay invoices with:' with a dropdown menu set to 'Reference'.

***DashComm® Tip!** AutoPay needs to be set up by end of the last day of the month prior to the month you want to begin.

7. Select the “**I will pay these myself**” option for any outstanding invoices. Check the authorization box and click **I Agree**.

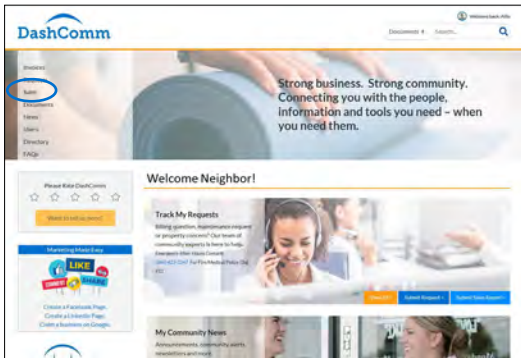
The screenshot shows the 'Payment Methods' section. A dropdown menu is open, showing a list of payment methods. The 'I will pay these myself' option is selected. Below the dropdown, there's a section for 'You have outstanding invoices that may qualify for this AutoPay'. There are two radio buttons: 'Let AutoPay pay these according to the specified criteria' (selected) and 'I will pay these myself: AutoPay should pay my new invoices only'. A 'New' button is circled in blue.

How to Submit Your Sales

If you do not have access to the Sales link and believe you should, please email dashcomm@phillipsedison.com.

Sales Reporting

1. Go to www.dashcomm.com and log in.
2. Click on **Sales**.



3. Find the sales reporting month with a status of **Missing** and click the blue arrow plus sign to enter that month's figures. For your convenience, all sales figures submitted previously are also viewable.

NOTE: If you need to change a previously submitted figure, simply click on the arrow at the right-hand end of the line to update the dollar amount.

Month	Amount	STATUS
January	\$31,521.80	APPROVED
February	\$28,628.67	APPROVED
March	\$26,154.91	APPROVED
April	\$30,903.79	APPROVED
May	\$30,040.26	APPROVED
June	\$28,840.49	APPROVED
July		MISSING

4. After you have entered your figures (no attachments or forms necessary!) and confirmed the amount is correct, you will see the status change from **Missing** to **Pending**.
5. When the figures are received and approved (usually within 24-48 business hours), you will receive a confirmation email from DashComm®.
6. Once you receive the confirmation email, the status for that month will change to **Approved**.

*** DashComm® Tip!** You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

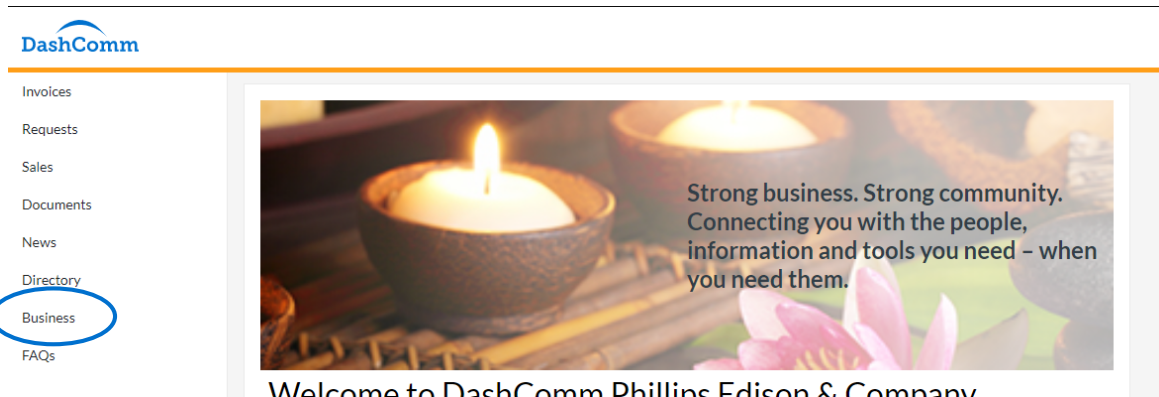
Questions about DashComm? Email us!

DashComm@phillipsedison.com

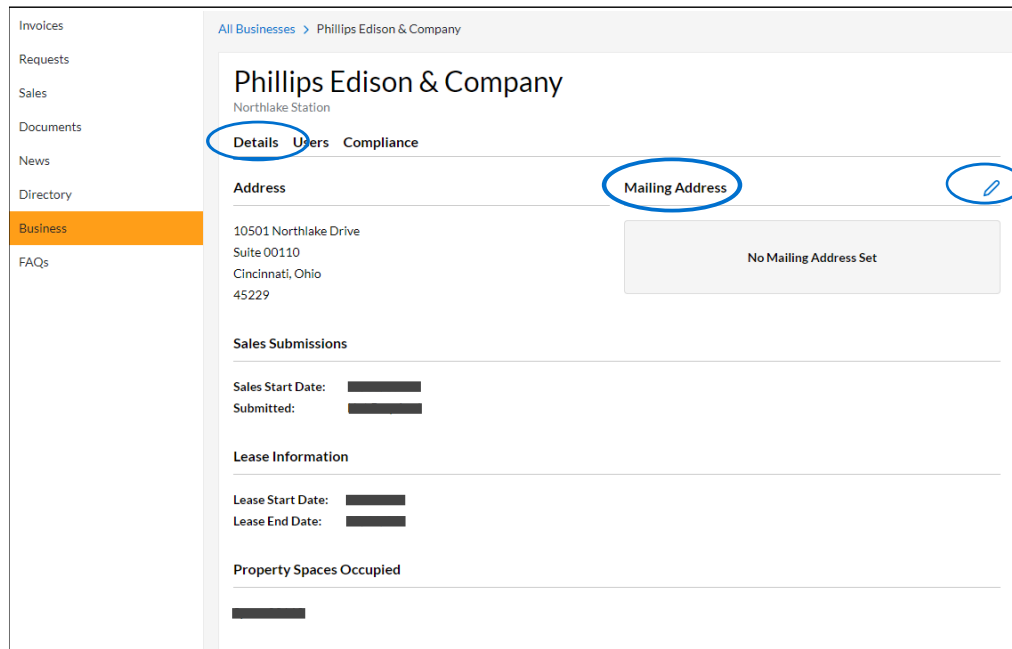
The "Business" Tab

- ✓ Access address information for your business
- ✓ Manage DashComm users for your business
- ✓ View and upload compliance documents for your business

1. Go to www.dashcomm.com and log in.
2. Click on the Business tab in the upper left-hand corner of your home screen.



3. In the Details section, you may add an additional mailing address next to your business address. To do so, click the pencil icon.
Please note: This will not update your official notice address as stated in your lease. If you would like to request a change to your notice address, please create a "Billing Request" in DashComm, and your Customer Solutions Specialist will assist you.



 **DashComm® Tip!** You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm? Email us!

DashComm@phillipsedison.com

4. In the Users section, you can create new users, delete users, or adjust the roles of users in your business.

Phillips Edison & Company

Northlake Station

Details Users Compliance

Manage User Roles

CREATE USER +

Allie

@phillipsedison.com

☒ Basic ☐ Sales ☐ Accounting ☐ Administrator

Margaret

@yahoo.com

☐ Basic ☐ Sales ☐ Accounting ☒ Administrator

Kate

5. In the Compliance section, upload necessary documents for your business to be reviewed by a PECO associate. Approval status for these documents will be available on this page.

Phillips Edison & Company

Northlake Station

Details Users Compliance

Certificate of Insurance

Status: Not Submitted

Notes (0)

UPLOAD DOCUMENT(S)

No Certificate of Insurance Documents Found

Signage

Status: Not Submitted

Notes (0)

UPLOAD DOCUMENT(S)

No Signage Documents Found

Plans

Status: Not Submitted

Notes (0)

UPLOAD DOCUMENT(S)

No Plans Documents Found


Permits

Status: Not Submitted

Notes (0)

UPLOAD DOCUMENT(S)

No Permits Documents Found

 **DashComm® Tip!** You can return to the Dashboard from any page by clicking on the DashComm® logo at the top of your screen.

Questions about DashComm? Email us!
DashComm@phillipsedison.com