DashComm®

Interactive Table of Contents

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.

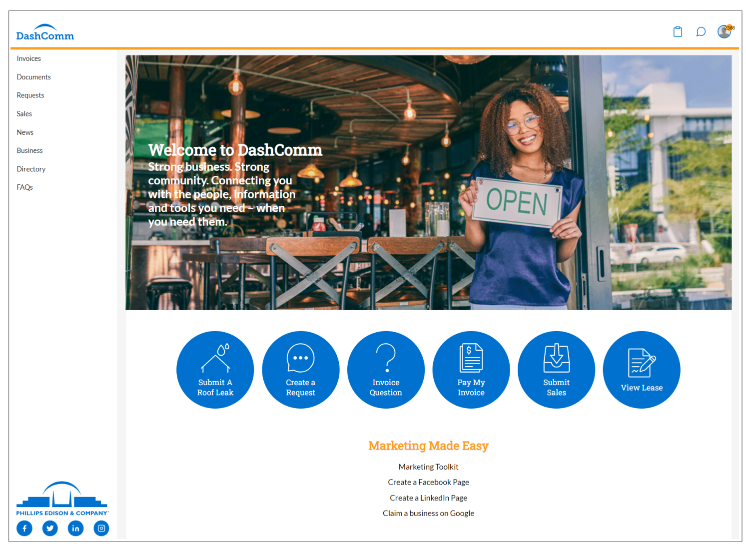
You can report issues with your suite or with the shopping center common areas, read newsletters and other notifications and submit requests. DashComm® will deliver updates, responses and notifications directly to your email. You won't have to log into the website to read a response, it will be delivered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

New Neighbor Tips

Keys

- Keys will not be provided to your space to you upon delivery notice. It is tenant responsibility to have space re-keyed upon delivery notice.
- In order to obtain a key to your mailbox, you will need to take a copy of your signed lease to the post office.

Compliance Items

- Before accessing your space, please submit your Certificate of Insurance through the DashComm Onboarding Tool or your Business Tab in DashComm (see pages 11-12)
- Before accessing your space, please notify your property manager that you have transferred utilities to your name by creating a DashComm Property/Suite Request (see page 9)
- Please submit signage drawings through the DashComm Onboarding Tool or your Business Tab in DashComm (see pages 11-12)
- Please submit construction plans & permits through the DashComm Onboarding Tool or your Business Tab in DashComm (see pages 11-12)

Rent Payments

- VersaPay ARC is the preferred method of payment. Visit your Invoices tab in DashComm to access VersaPay (see page 6 for VersaPay instructions)
- For Billing questions , submit a DashComm Billing Request (see page 9 for how to submit a request)
- For alternate payment methods, please use your DashComm Documents tab to find your lease where lockbox information is detailed.

DashComm® Roles

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.

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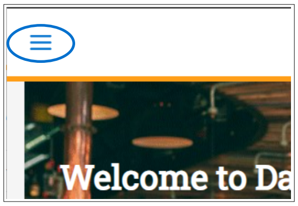
How to Submit a Request

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.

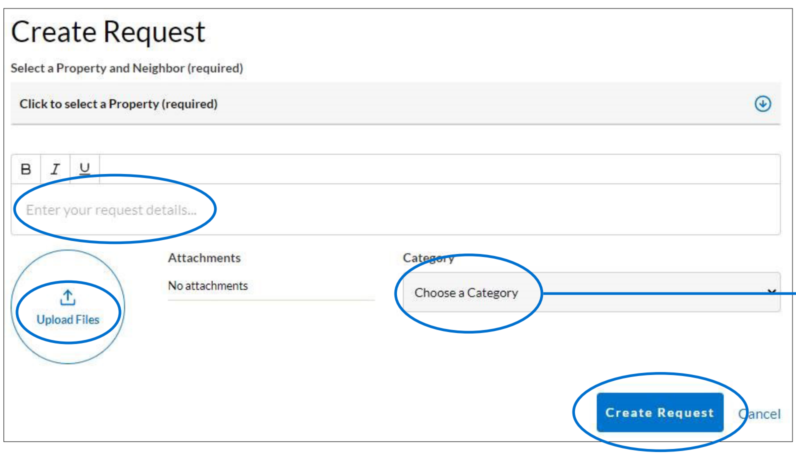


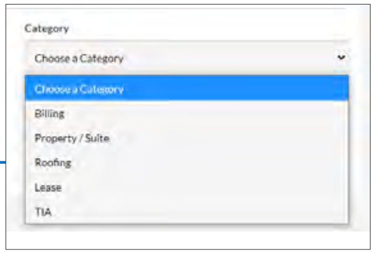
3. Select 'Requests' from the drop-down menu then click on 'Create Request.'

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

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.

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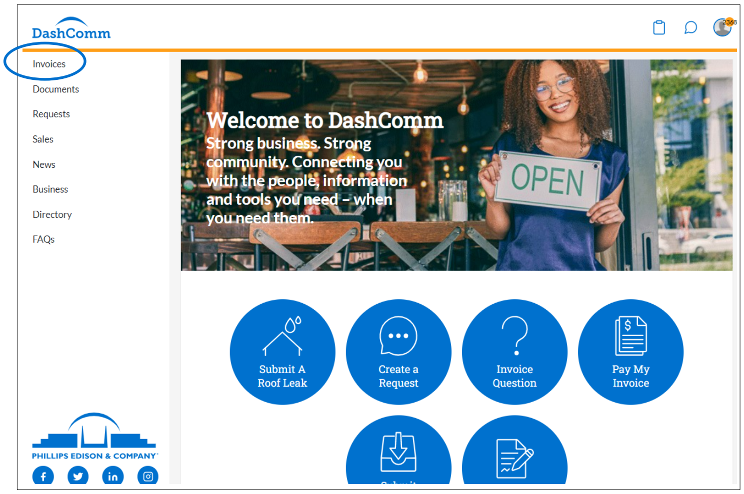
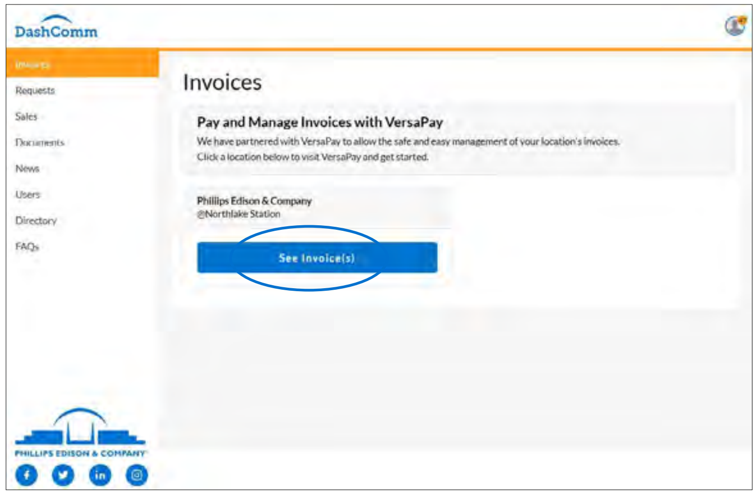
How To Make VersaPay Payments

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

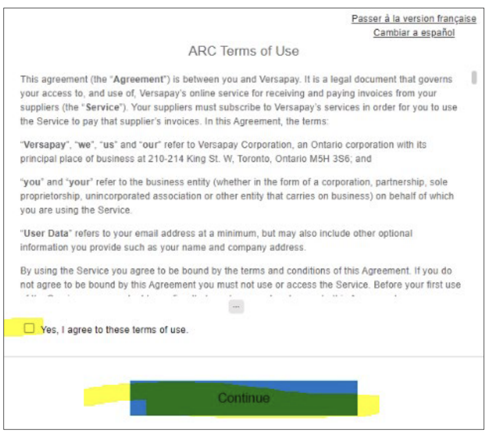
Getting Started

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.

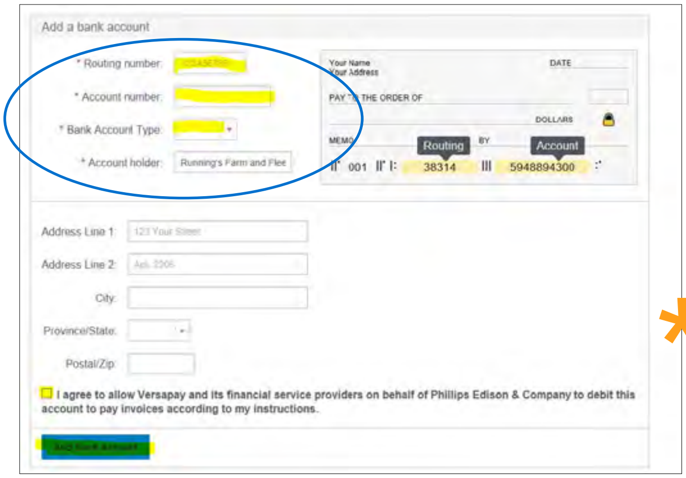




3. If it is your first time accessing VersaPay, you will need to agree to a one-time enrollment to accept Terms of Use.

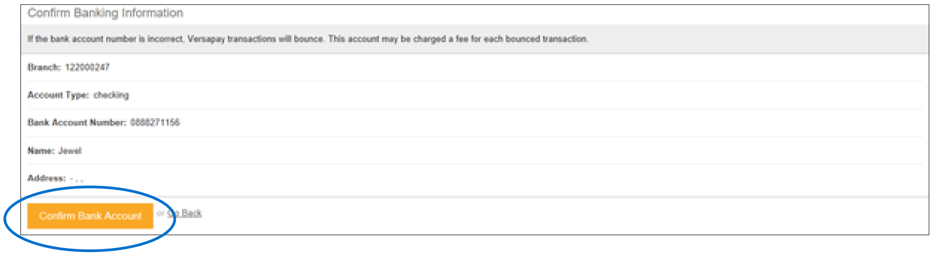


4. Enter your payment method(s). Click on the plus sign to enter your banking information. When completed, click on **Add Bank Account**.

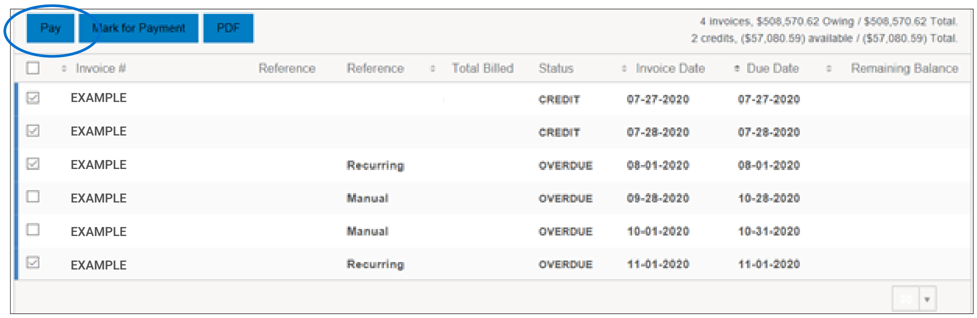


DashComm® Tip!
Be sure to include all zeros.
All routing numbers must be nine digits.

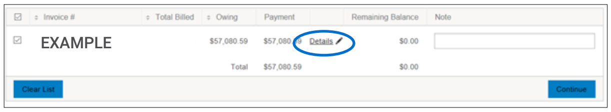
5. Confirm your banking information is correct.



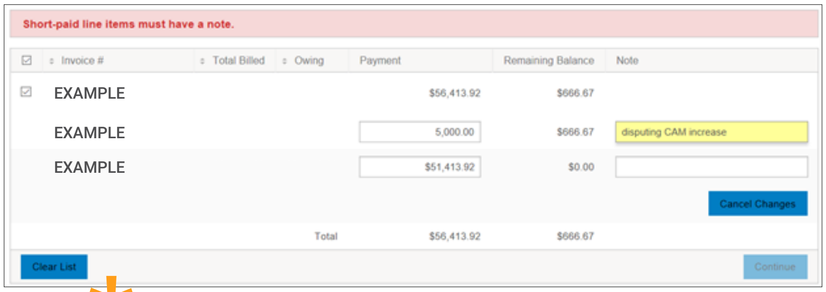
6. Choose which invoice(s) you want to pay. You can also choose to apply credits (an example of a credit is below).



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

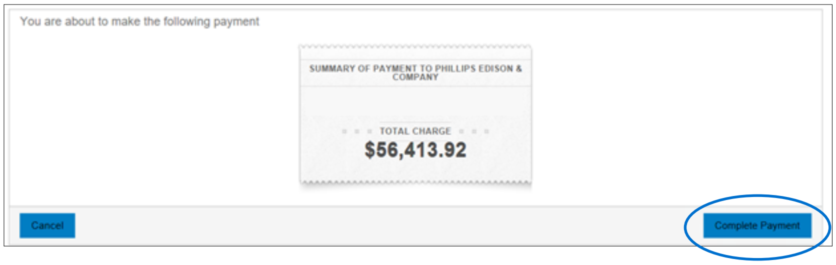


8. Below is the **Details** screen.



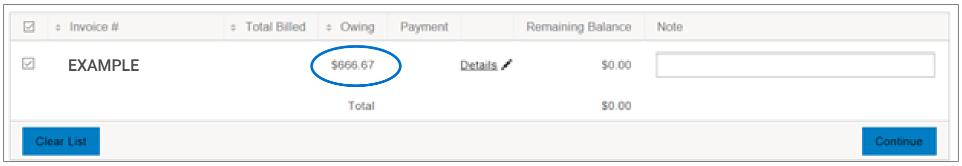
DashComm® Tip!
When making a partial payment, a note must be entered!

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



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

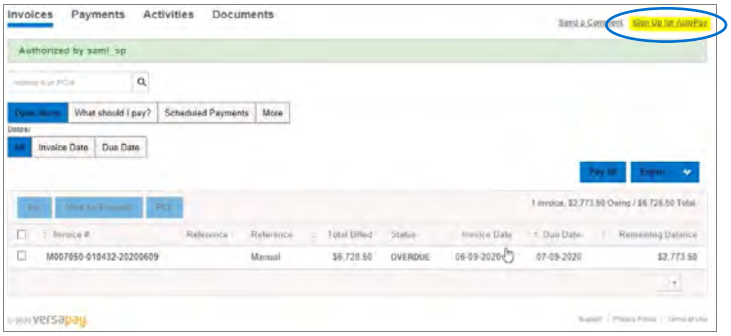
11. A full payment will remove the invoice. A partial payment will show the remaining balance and take you back to the **Ready to Pay** screen.

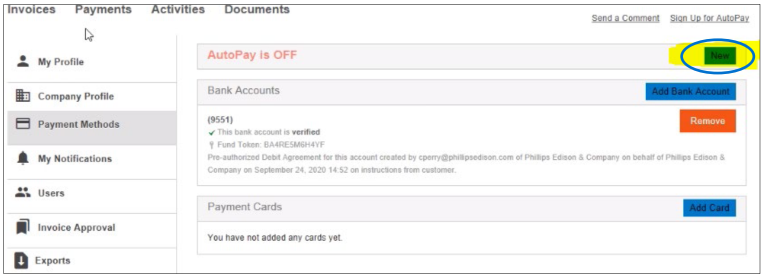


DashComm® Tip!
A paperclip next to the invoice means there is backup documentation for the manual charge!

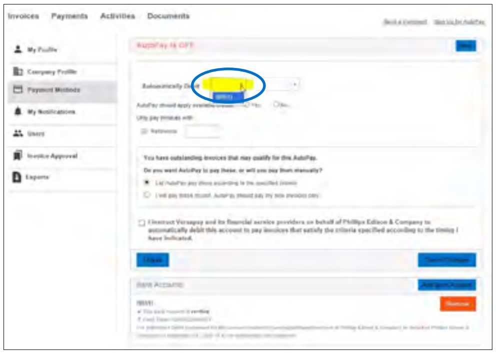
Setting Up AutoPay

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

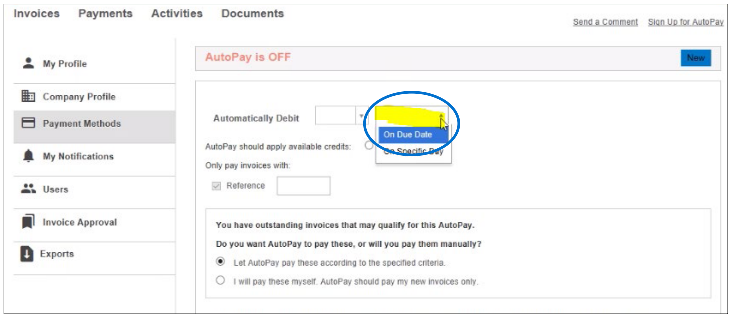




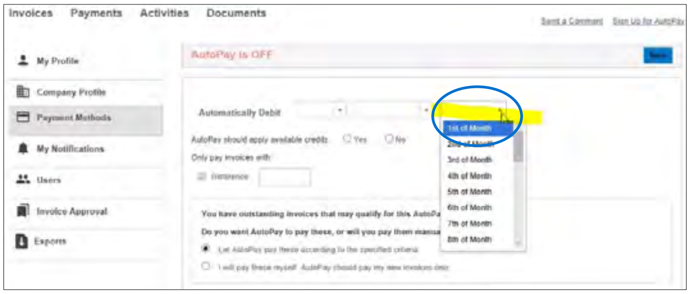
2. Choose your bank account from the first drop down option.



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.



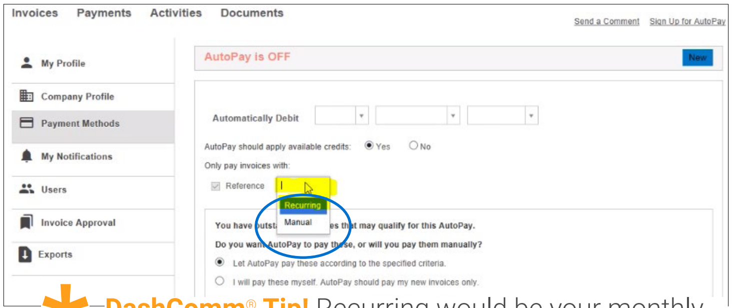
4. Choose the date.



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.

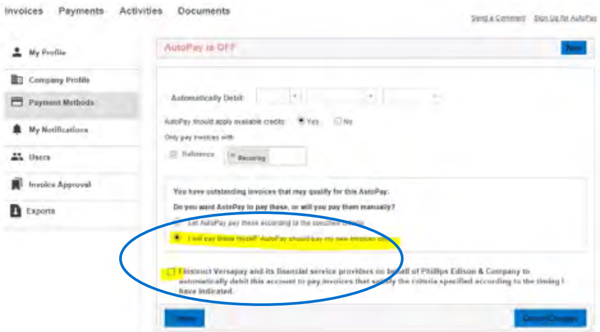
DashComm® Tip! AutoPay needs to be set up by end of the last day of the month prior to the month you want to begin.

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



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

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



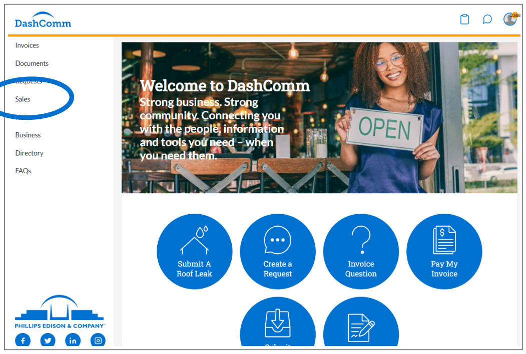
How to Submit Your Sales

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

Sales Reporting

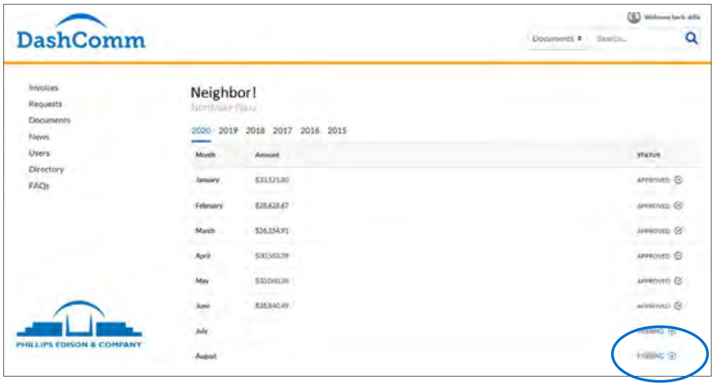
1. Go to www.dashcomm.com and log in.

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.



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**.

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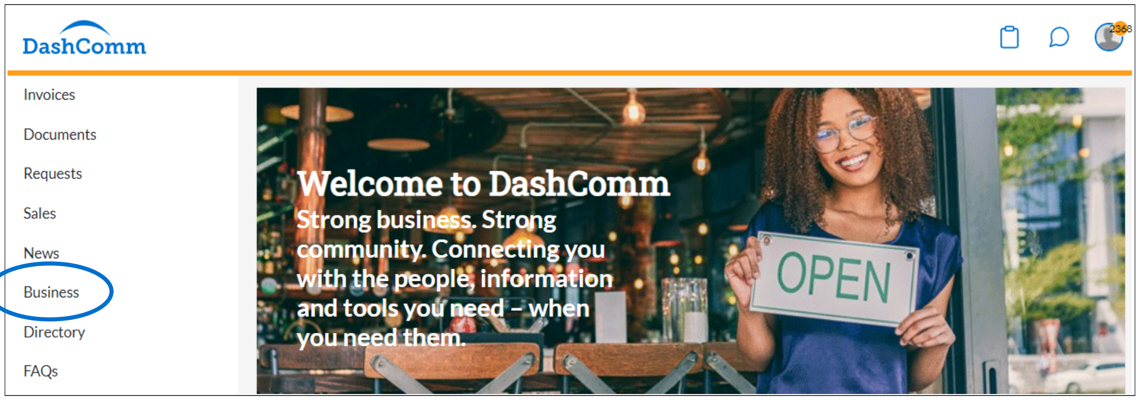
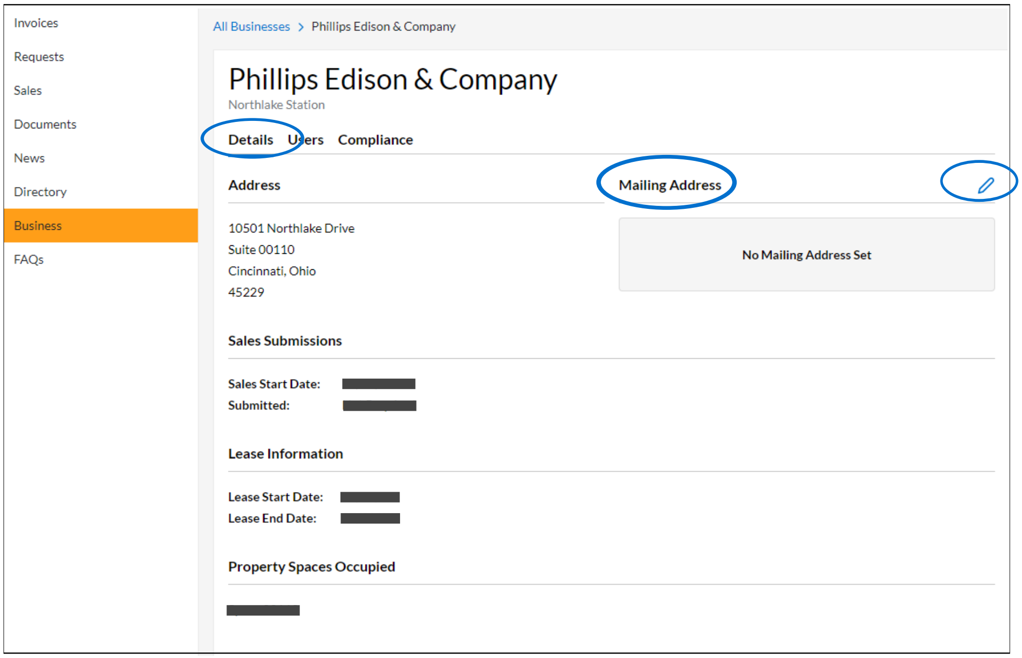
The "Business" Tab

- ✓ 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.



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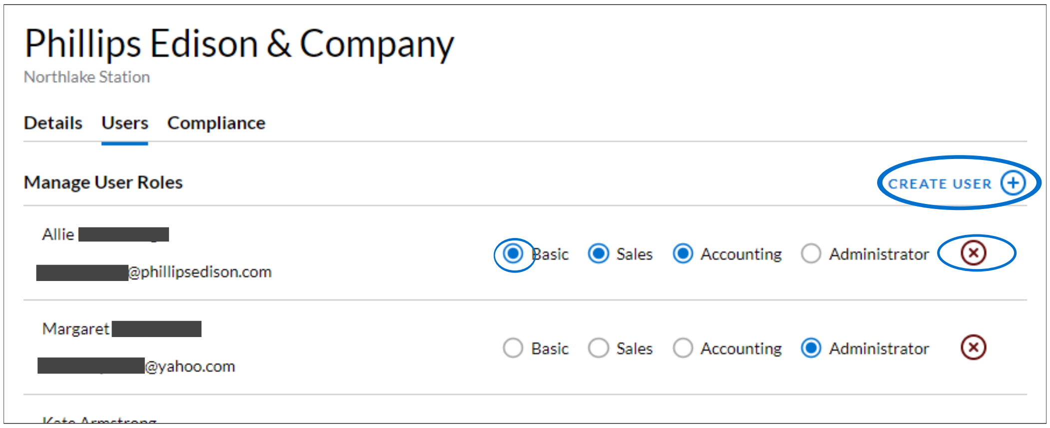
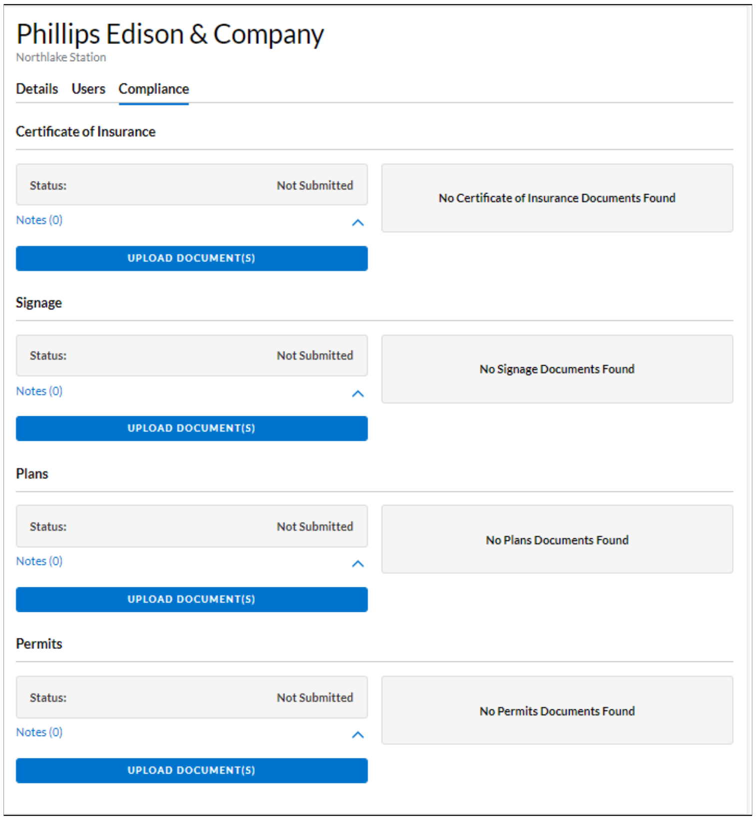
4. In the Users section, you can create new users, delete users, or adjust the roles of users in your business.



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.



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