

Tenant Guide – Lejerportal & Betalingsservice

The Lejerportal is your platform for payments, documents, and communication with your landlord. You must also use it to set up automatic payments via Betalingsservice. Follow this guide to get started.

1. Creating your account on Lejerportal

You will receive an email from **donotreply@boligmanager.com** with an invitation to Lejerportal.

1. Click the link in the email.
2. Set up a password to log in.
3. Go to portal.boligmanager.com or www.boligmanager.com → click **‘Log ind’** and then select **‘Lejer’**



Du er hermed inviteret til Lejerportalen., da du pt. lejer eller snart skal leje et lejemål.

I Lejerportalen kan du blandt andet se dine opkrævninger, din betalingsaftale, opslagstavlen, dokumenter på dit lejemål, samt læse beskeder fra din udlejer.

Kom igang med Lejerportalen

Med venlig hilsen

Boligmanager ApS

2. Payments & registration for Betalingsservice

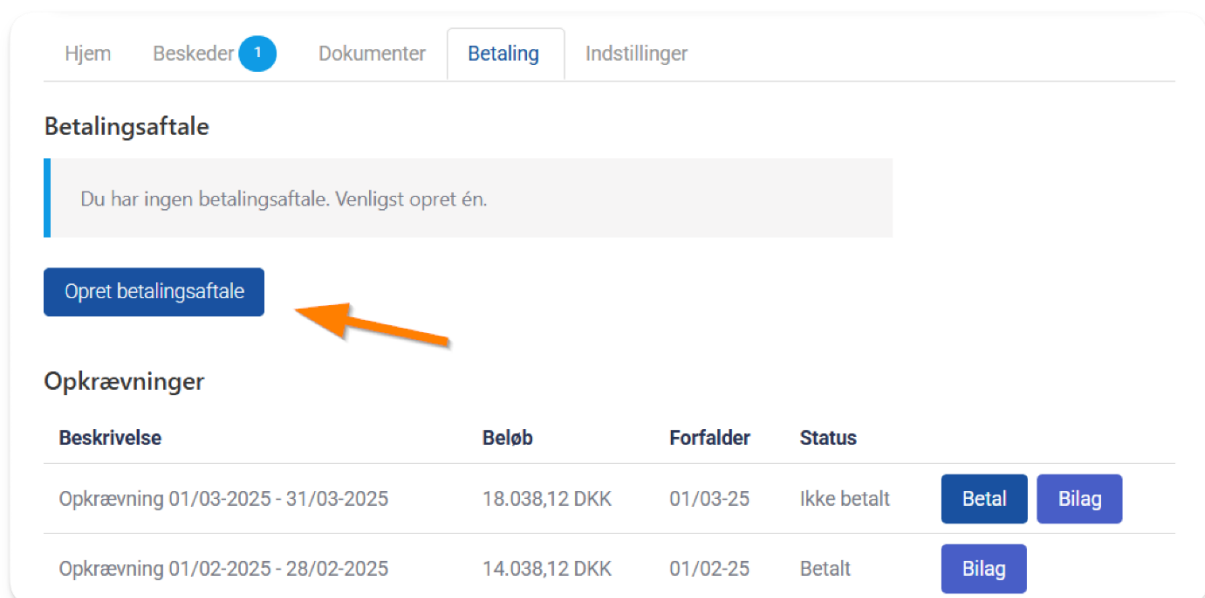
Under '**Betaling**', you can view your payment requests and sign up for Betalingsservice.

2.1 Paying your rent

1. Click '**Betal**' on your payment request.
2. You will be redirected to a page displaying the payment details (FI-string)

2.2 Registration for Betalingsservice

1. Click '**Opret betalingsaftale**'.
2. Enter the following details:
 - **Reg. nr.**
 - **Kontonummer**
 - **CPR-/CVR-nummer**
3. Accept the terms and click '**Opret**'.



Hjem Beskeder **1** Dokumenter **Betaling** Indstillinger

Betalingsaftale

Du har ingen betalingsaftale. Venligst opret én.

Opret betalingsaftale

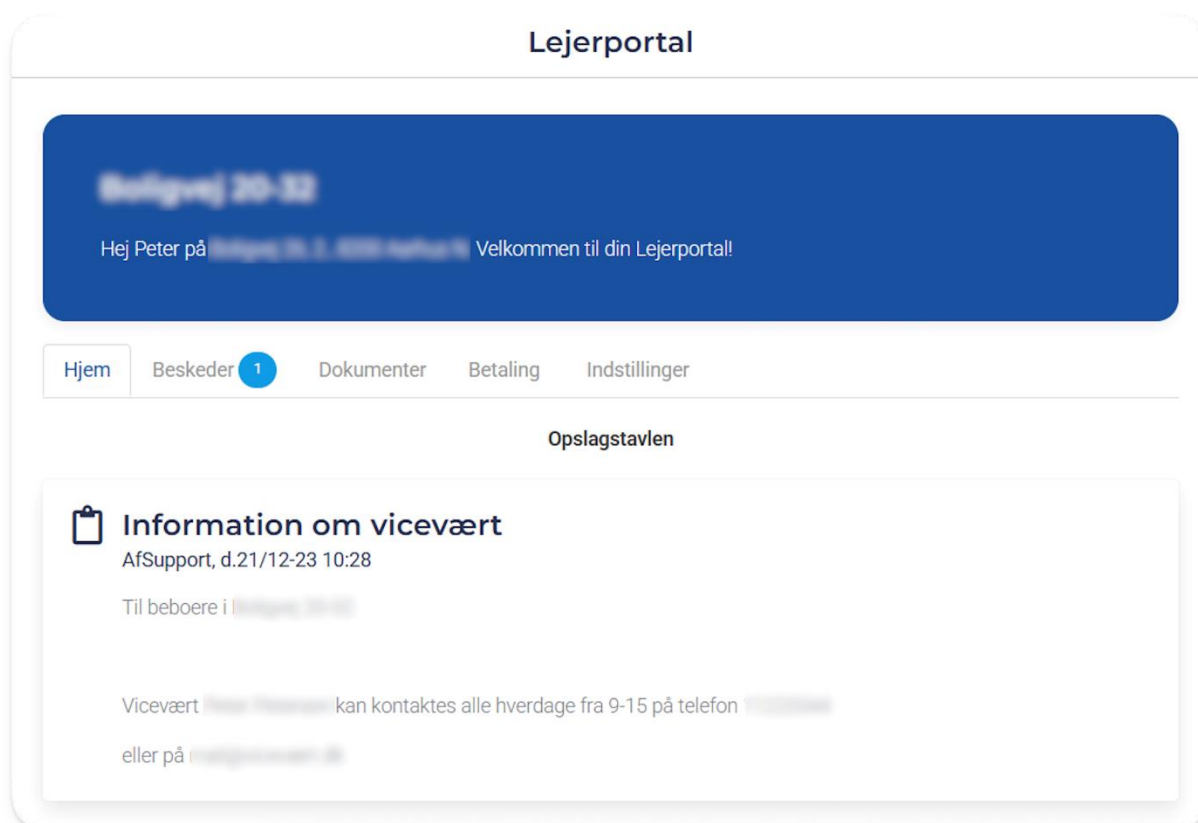
Opkrævninger

Beskrivelse	Beløb	Forfaldet	Status	
Opkrævning 01/03-2025 - 31/03-2025	18.038,12 DKK	01/03-25	Ikke betalt	Betal Bilag
Opkrævning 01/02-2025 - 28/02-2025	14.038,12 DKK	01/02-25	Betalt	Bilag

Your rent will now be automatically withdrawn from your account every month.

3. Notice board

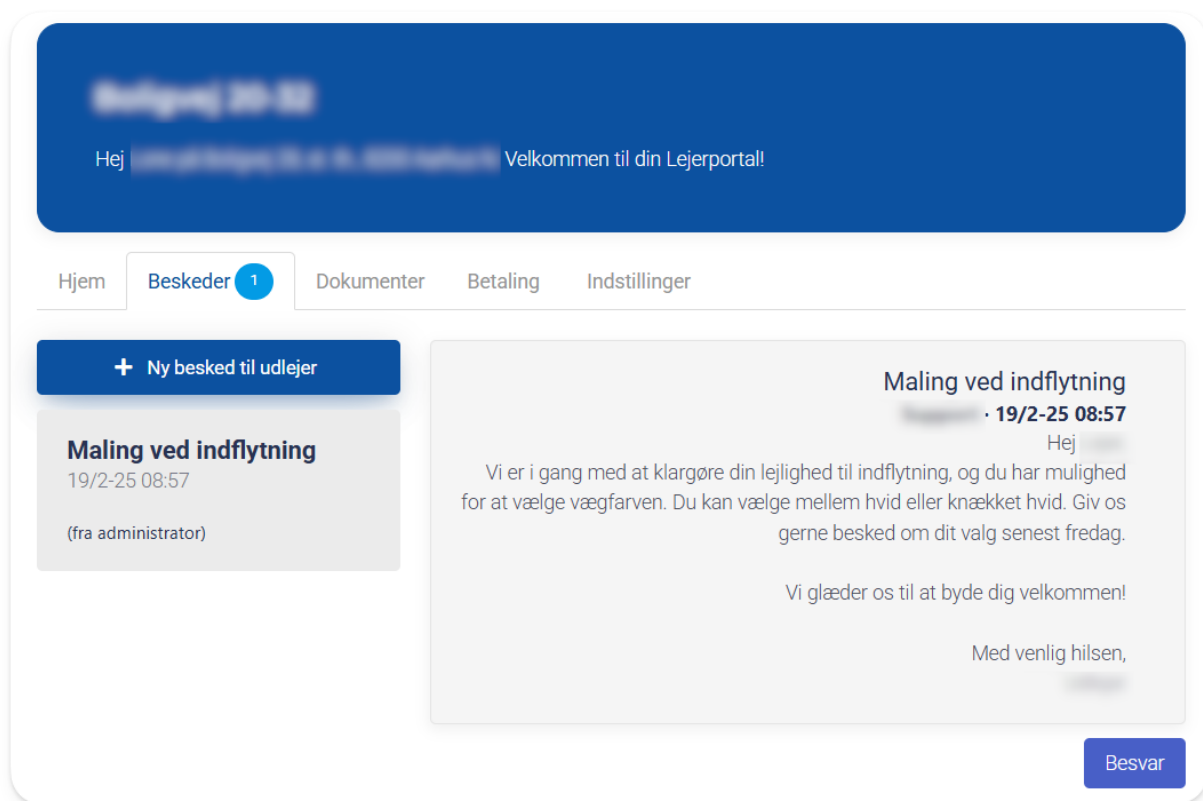
Under **'Hjem'**, your landlord can post important announcements. You cannot reply to these messages.



4. Message system

Under **'Beskeder'**, you can communicate directly with your landlord.

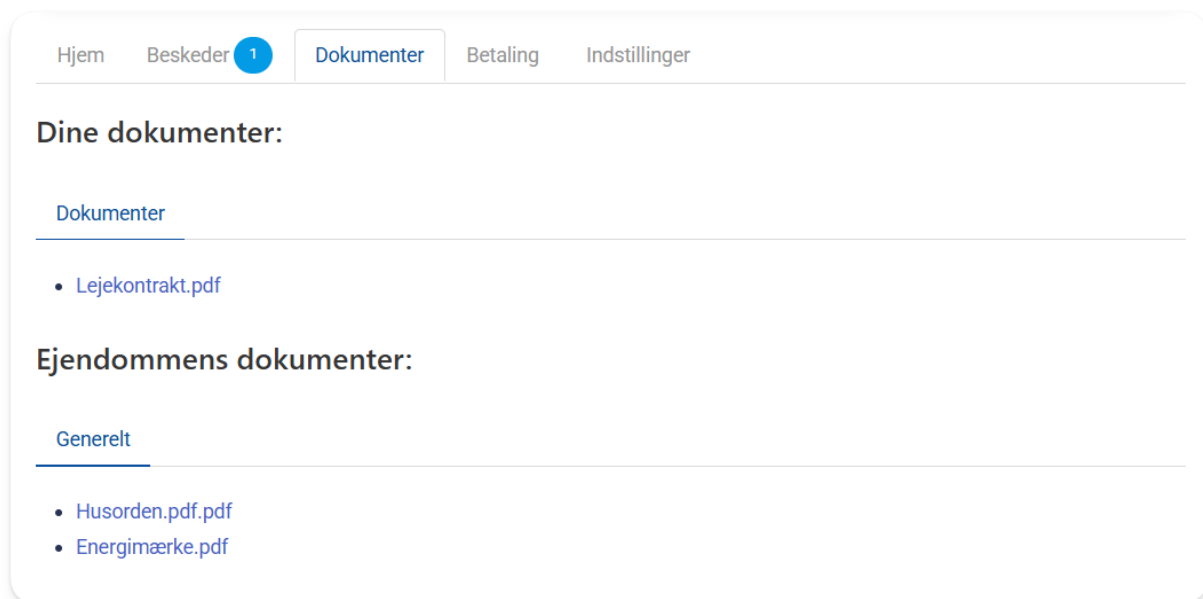
- You will receive an email notification when you get a new message.
- Reply by clicking **'Besvar'**.
- Send a new message by clicking **'+ Ny besked til udlejer'**.



5. Documents

Under '**Dokumenter**', you will find important files uploaded by your landlord, such as your lease agreement or house rules.

Note: You cannot upload documents yourself, but you can send them to your landlord via the message system and request them to be uploaded.



6. Settings

Under '**Indstillinger**', you can:

- Change your email (you will receive a verification email).
- Update your password.

Reminder: Your landlord will automatically see your new email in their system, but you may want to notify them directly via '**Beskeder**'.