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# DOOR LOOP EXPLAINED

A Guide on How to Use The Door Loop Portal

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# Door Loop Email

You will receive an email from the Door Loop portal, click and activate your profile. It will ask you to create a password, make sure you remember it.

[view general information about your lease](#)

## Your Account Info

### Account URL

[81be3f8f.app.doorloop.com](https://81be3f8f.app.doorloop.com)

### Login Email

giuseppe.trapani@bloomex.ca

Accept Invitation

## Accept Invitation

Complete your details

Password \*

Confirm New Password \*

Sign In

# The only tabs you'll need to use are request, new request and Announcements

The image shows a user dashboard interface. At the top, there is a navigation bar with the following elements: 'BUNCHES AND STEMS' on the left, followed by 'HOME', 'INSURANCE', 'REQUESTS' (highlighted with a red box), and 'ANNOUNCEMENTS'. On the right side of the navigation bar, there is a notification bell icon with a '2' badge and a user profile icon labeled 'AGA' with a dropdown arrow. Below the navigation bar, the main content area has a dark blue background with a grid pattern. On the left, it displays 'Welcome Aga', 'Balance Due \$0.00', and a payment reminder: 'Your next payment of is due on Blossom Shop / Blossom Shop'. On the right, there is a pink button labeled 'New Request' (highlighted with a red box). At the bottom, there is a white card showing a request: 'Cooler isn't Working - Front Door is broken', 'Created today 2024-03-01', a status of 'Received' with a checkmark icon, and a three-dot menu icon. A chat icon is visible in the bottom right corner.

BUNCHES AND STEMS

HOME INSURANCE **REQUESTS** ANNOUNCEMENTS

AGA

Welcome Aga

Balance Due  
\$0.00

Your next payment of is due on  
Blossom Shop / Blossom Shop

New Request

Cooler isn't Working - Front Door is broken  
Created today 2024-03-01

Received

Be specific, only one issue per request. It makes it easier to track and log. If you've taken any actions for the issue, say it in the description, if you have used someone for this type of problem, add their contact info in the description.

Be specific one issue per request

The image shows a 'NEW REQUEST' form with the following fields and content:

- Location:** Blossom Shop, 167 Bridge St, Carleton Place, ON, Canada, K7C 2V6
- Subject:** Cooler isn't Working - Front Door is broken
- Description:**

EXAMPLE:  
-The cooler broke down this morning. ( Called the repair company)  
-The front door lock is broken (I don't know who to call) Please advise.
- Additional Information:** (Header for the next section)

Red arrows point from the text above to the 'Subject' and 'Description' fields in the form.

How do you want to be notified when the tech arrives? Where should he enter? What times should I schedule the tech?

Add pictures and videos so I can see what you see.

Access to the unit will be needed

Entry Notes

Have the repair person contact me @ 555-555-555 Cell or 777-777-7777 Land line  
Between 8am-5pm Afrer 5pm call Johnny @ 333-333-333

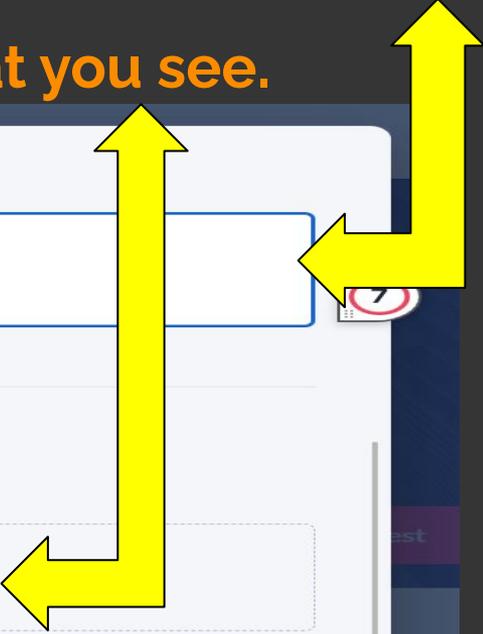
130/10000 characters

**Files and Documents**

Any photos / files related to this request?

 Drag files or [Click here](#) to upload  
jpg, png, mp4, doc, docx, pdf, xlsx, xls, no larger than 50 MB.

Cancel Save



The bell next to your name tells you, you have a message.



AGA ▾

At the bottom of the screen you will see all active requests



You will know when I see it



Cooler isn't Working - Front Door is broken

Created yesterday 2024-03-01



Received



# All your updates will be in this dropdown menu under the bell.

BUNCHES AND STEMS

HOME INSURANCE REQUESTS ANNOUNCEMENTS

Welcome Aga

Balance Due  
**\$0.00**

Your next payment of is due on

Blossom Shop / Blossom Shop

**Notification tab**

Notifications

Latest (2 unread) Mark all as read

- Your request has been updated Blossom Shop > Blossom Shop a few seconds ago
- Your request has been received Blossom Shop > Blossom Shop 3 minutes ago

Cooler isn't Working - Front Door is broken  
Created today 2024-03-01

If you click the request, it will show my communication with you.

You can communicate with me as well, just type and submit.

The screenshot displays a user interface for viewing an open request. At the top, the title 'VIEW OPEN REQUEST' is shown with a close button (X) in the top right corner. Below the title, the 'Request Subject' is 'Cooler isn't Working - Front Door is broken'. The 'Request Details' section contains the text: 'EXAMPLE: -The cooler broke down this morning. ( Called the repair company) -The front door lock is broken (I don't know who to call) Please advise.' Below this is the 'Activity Feed' section, which includes a text input field with a speech bubble icon and the placeholder text 'Write a comment', and a blue 'Submit' button with a paper plane icon. A yellow highlight covers the bottom portion of the activity feed, showing a recent update from the 'Property Manager' with the text: 'Got it, let me know when the technician for the cooler arrives. I contacted the locksmith should be there between 11am-2pm He will call your'. A timestamp '© 2024-03-01 4:27 p.m.' is visible to the right of the update. Two red arrows are overlaid on the image: one points from the text 'Your reply' to the 'Write a comment' input field, and another points from the text 'My reply' to the text of the property manager's update.

**VIEW OPEN REQUEST**

**Request Subject**  
Cooler isn't Working - Front Door is broken

**Request Details**  
EXAMPLE: -The cooler broke down this morning. ( Called the repair company) -The front door lock is broken (I don't know who to call) Please advise.

**Activity Feed**

Write a comment **Submit**

Property Manager updated this Request © 2024-03-01 4:27 p.m.  
"Got it, let me know when the technician for the cooler arrives. I contacted the locksmith should be there between 11am-2pm He will call your

Please be patient, my departments are still a one man show! We are working on getting some help to speed up the process.

If you have an emergency, call or text. Even on weekends and holidays, it's the fastest way to fix emergencies. BUT! Still put in the request.

613-501-7574

