



# Property 360 Expense Reimbursement Onboarding Checklist

To get started with submitting claims in Property 360™, review the information outlined below and watch the [Property 360 Claim Submission Demo](#).

## Gaining Access to Property 360

To utilize Property 360, technology managers must complete the following the steps:

1. Follow the instructions listed in [Set Up an Available Application](#) to set up the Property 360 application for the company.

**NOTE:** Select **Property 360** from the Available Applications tab.

2. Follow the instructions listed in [Grant a User Group Access to an Application](#) to assign individuals to the applicable user group.

**NOTE:** Select the applicable user group:

- To submit claims: **PROP360-PROD-EXPENSES-BULKUPLOAD**
- Read-only access: **PROP360-PROD EXPENSES-READONLY**

## Claim Submission

Once access to Property 360 is obtained, users can create single and bulk claims for multiple submissions. Use the resources below for more information on the submission process:

- [Property 360 Claim Submission Job Aid](#)
- [Property 360 Bulk Claim Submission eLearning](#)

## Property 360 Best Practices

Consider the following best practices when using Property 360:

- Use the latest version of Chrome
- “Validate and Export” the bulk claim file often to prevent errors in submissions
- Complete the Property 360 User Survey (sent via email after the initial claim submission)

## Additional Resources

For additional information, review the [Property 360 FAQs](#) or refer to the [Property 360 page](#).

If you are still unable to gain access or create a successful claim submission, please submit an inquiry via the [Expense Reimbursement Inquiry Response Tool](#) for further Property 360 support.