



Carriage Hill – Carriage Trace Apartments

301 Carriage Drive, Clinton, TN 37716 phone 865-457-4566

Web Portals are available to every tenant and you can register at any time after signing your lease.

In order to self-register for the web portal, we will need to have your current e-mail address on file. This can be updated by calling our office or simply sending an e-mail to apartments@hollingsworthcos.com. Once we have your email address on file, registration is simple. Just follow these easy steps.

- Update your email with our leasing office.
- We will send you a link to set up your account with our web portals.
- Follow the link: http://resident.HOLLINGS_162059.propertyboss.net
- Click Register Now.
- Complete the form – You will need to enter:
 - Your name (Must be a name on the lease).
 - E-mail address (Registered with the leasing office).
 - Your phone number.
 - Your Building (Carriage Hill or Carriage Trace I or II).
 - Your Unit number.
- Click Register.
- Once you have completed the Registration Form, an email will be sent to you confirming your registration and you will be issued a temporary password.
**Note: (It may take up to 1 business day to process your registration.)*
- Follow the link, enter your email address and the temporary password provided.
- The system will prompt you to change your password.

Once you have access, you can view your account, see your contact information and manage payments.

If you have any log-in concerns, forget your password or need other assistance with the Web Portals, please contact our leasing office.

One-Time Bank Payments – These one-time bank drafts can be processed at the leasing office or directly by you on the Web Portal. *There is no fee!*

Recurring Bank Payments – This recurring Bank Draft can be set up in our leasing office. *There is no fee!* If you sign up for the recurring payment plan, you will receive a \$20 credit on your next month's rent! *This credit is available one-time only after the initial sign up.*