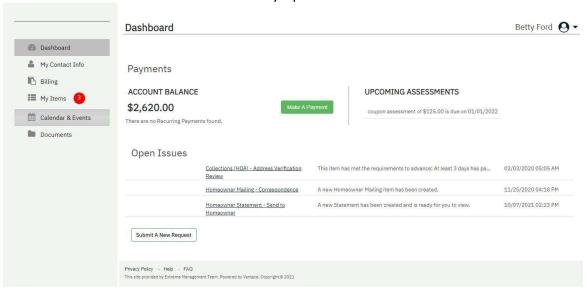
### INSTRUCTION BOOKLET FOR THE OWNER PORTAL

You will log into the "Dashboard" which gives you an overview of your upcoming Assessments or if there are any Open Issues.



Dashboard: This menu option takes you back to the original screen and allows you to submit

requests. Options include Billing Question, General Question, and Service or

Maintenance Request. These requests will be routed to the appropriate person to assist.

Billing: This menu option shows you your account ledger and provides several options to make

payments.

My Contact Info: This menu option allows you to update all your contact information and chose how you

would like to receive notifications.

My Items: This menu option provides all recent activity sent to you or submitted by you.

Calendar&Events: This menu option will show you your community calendar, including amenity

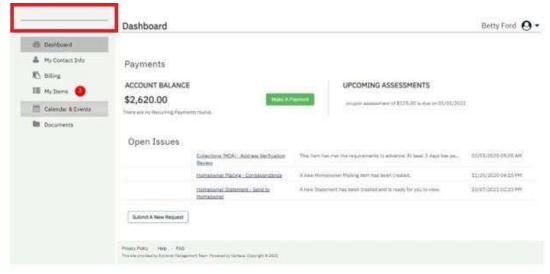
center/clubhouse reservations if applicable.

Documents: This menu is where you will find your community's governing documents, including Rules

and Regulations, financials, and meeting minutes, etc.

## Master/Sub association

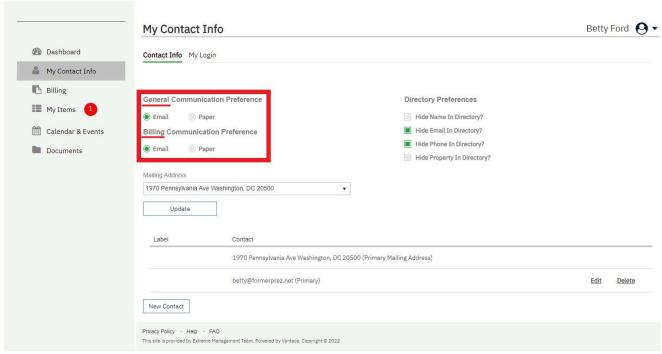
If you belong to two associations, your Dashboard should show a drop down in the top left corner to select master or sub association



# My Contact info

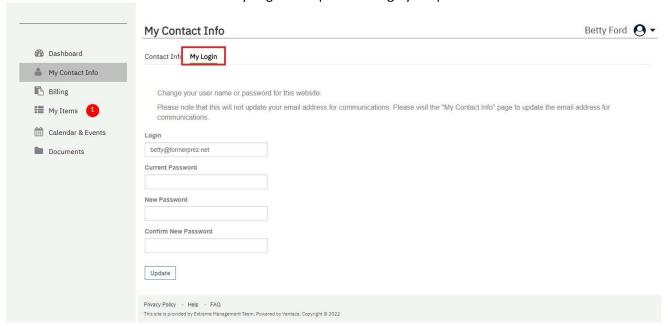
Click on "My Contact info" to update all your contact information and chose how you would like to receive notifications.

It is important that you choose how to receive notifications.



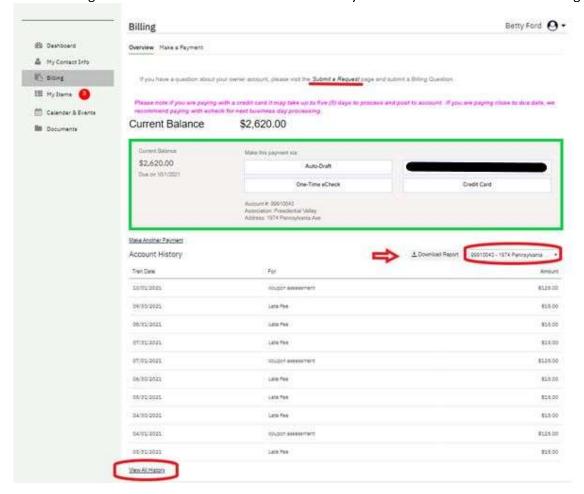
## My Login

Click on "My Login" to update change your password.



## **BILLING & ONLINE PAYMENT PORTAL INFORMATION**

Click on "Billing" on the left menu or click the "Make a Payment" button on the Dashboard Page.



### **ASSESSMENT PAYMENT OPTIONS**

**ONLINE OPTIONS** 

#### Option #1: Auto Draft- ACH (Free for Owners)

This option requires a US bank account, you will be required to supply your routing (ABA) number and your bank account number. To enroll in auto draft your account must be current. Auto Draft populates on the  $5^{\circ}$  day of the month in which the assessments are due.

### Option #2: One Time eCheck (Free for Owners)

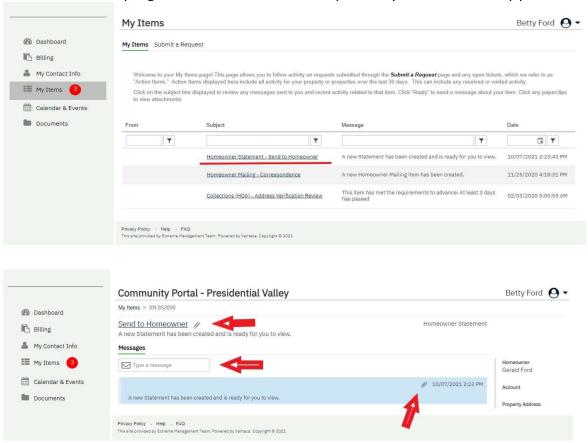
This option requires a US bank account, you will be required to supply your routing (ABA) number and your bank account number.

#### Option #3: Credit/Debit card payments online (additional fees may apply)

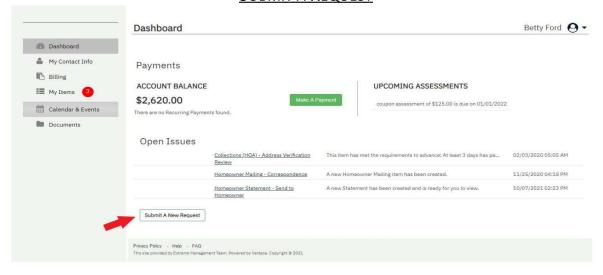
This option has an additional 3% convenience fee charged by third party processors.

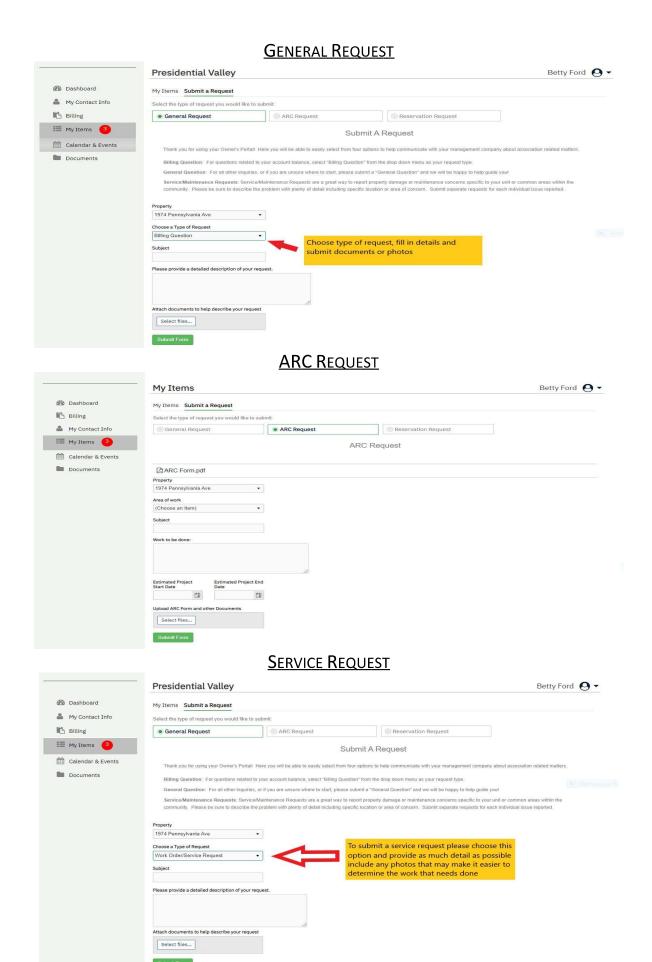
## **My ITEMS**

Click on "My Login" to review all recent activity sent to you or submitted by you.



## **SUBMIT A REQUEST**





**CALENDAR VIEW** 

