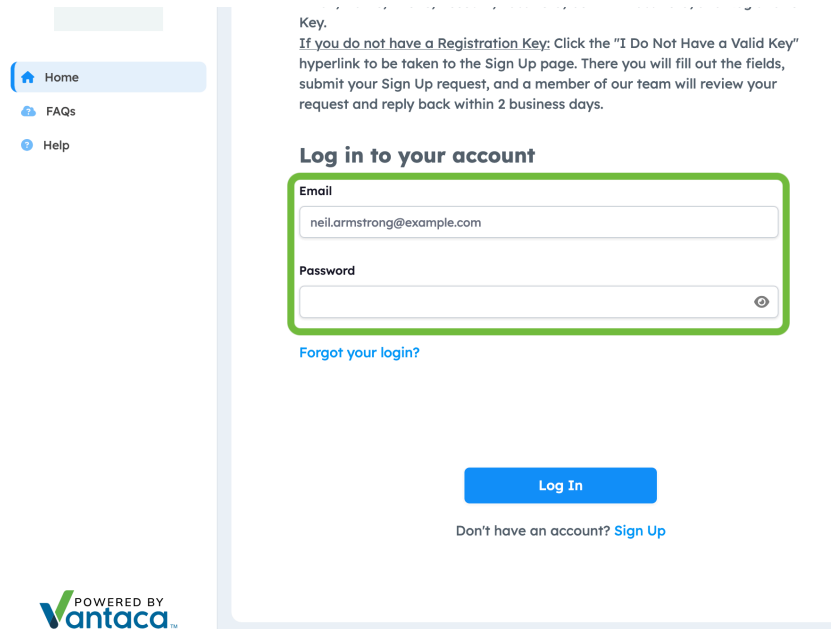


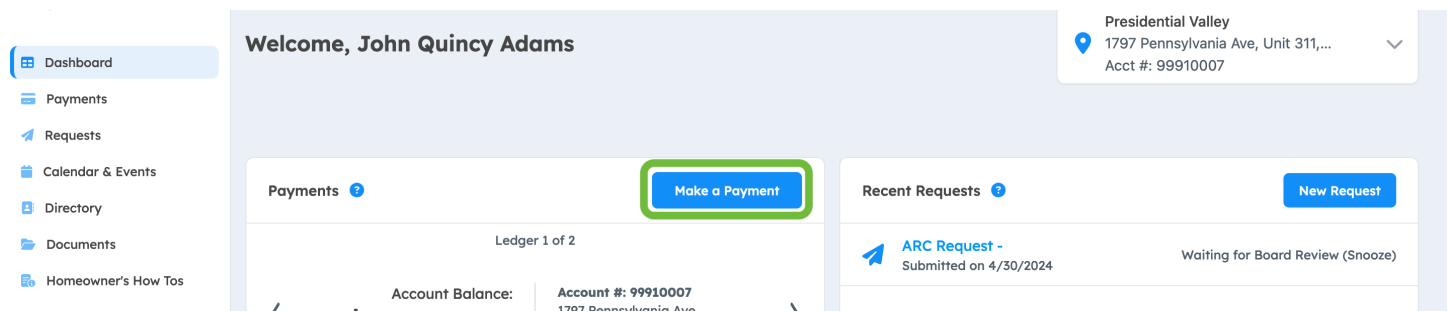
HOMEOWNER PORTAL INFORMATION

Open your internet browser and go to «Web Portal»

On the right side of your screen under Log In, enter the Email and Password sent with this correspondence.



You will log into the “Dashboard” which gives you an overview of your upcoming Assessments, recent items and anything that might need your attention.



Payments: This menu takes you to payment options and shows you your payment history.

Requests: The “Submit a Request” tab gives you ways to communicate with us electronically. Options include Billing Question, General Question, and Service/Maintenance Request. The “My items” tab will show you the status of any inquiries or service requests you have made through the “Submit a Request” Tab.

My Profile: This menu will allow you to change your password, verify your contact information as well as indicate how you would like our office to communicate with you (i.e. via E-Mail, text, or paper).