HOMEOWNER PORTAL INFORMATION

- 1. Open your internet browser and go to «Web Portal»
- 2. Use the Sign Up option at the very bottom of your screen.

Key. If you do not have a Registration Key: Click the "I Do Not Have a Valid Key" hyperlink to be taken to the Sign Up page. There you will fill out the fields, submit your Sign Up request, and a member of our team will review your request and reply back within 2 business days.	3. Type your account number and Registratio Key (included in your Portal Key document) an fill out the rest of the form. Click "Sign Up".		
Log in to your account			
	Sign up for an account		
Email			
neil.armstrong@example.com	******		
	Registration Key 😧		
Password	X0000000X		
٥	Don't have an account number or registration key?		
	Email		
	neil.armstrong@example.com		
Forgot your login?	Name		
	Neil Armstrong		
	Phone number		
	X00-X00-X00X		
	Password		
	0		
	Confirm presword		
	©		
Don't have an account? Sign Up			
	Sign Up		
	Already have an account? Log In		

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

🖽 Dashboard	Welcome, John Quincy Adams			Presidential Valley 1797 Pennsylvania Ave, Unit 311, Acct #: 99910007	
Payments					
💋 Requests					
📋 Calendar & Events	Deverante 0		Decent Deguests	New Person	
Directory			Recent Requests	New Request	
Documents	Ledger 1 of 2		ARC Request -	Waiting for Board Review (Snooze)	
Homeowner's How Tos	Account Balance: Account Balance: 1707	unt #: 99910007	Submitted on 4/30/2024		

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).



INNOVATIVE MANAGEMENT

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