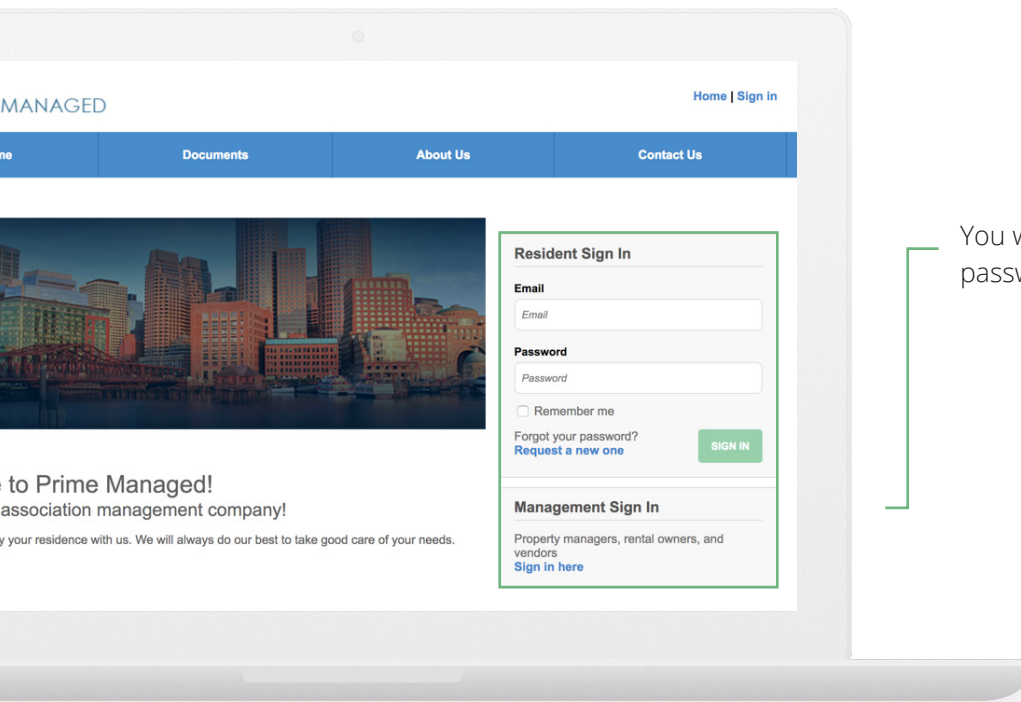




ASSOCIATION OWNER SITE INSTRUCTIONS

GET YOUR PASSWORD AND SIGN IN

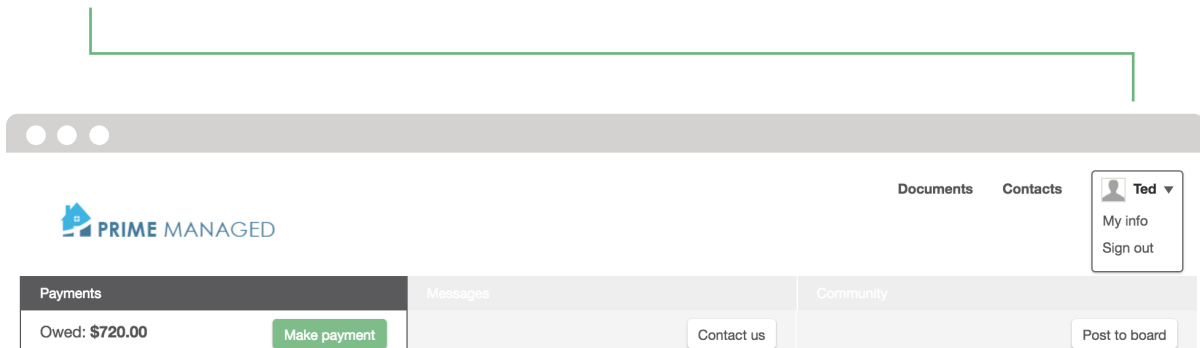
Your password will be sent by email. The email will contain the website, login ID, and temporary password to use when you sign in the first time. Sign in using the Resident sign in box on the right side of the screen.



You will be prompted to change your password the first time you sign in.

GENERAL SETTINGS

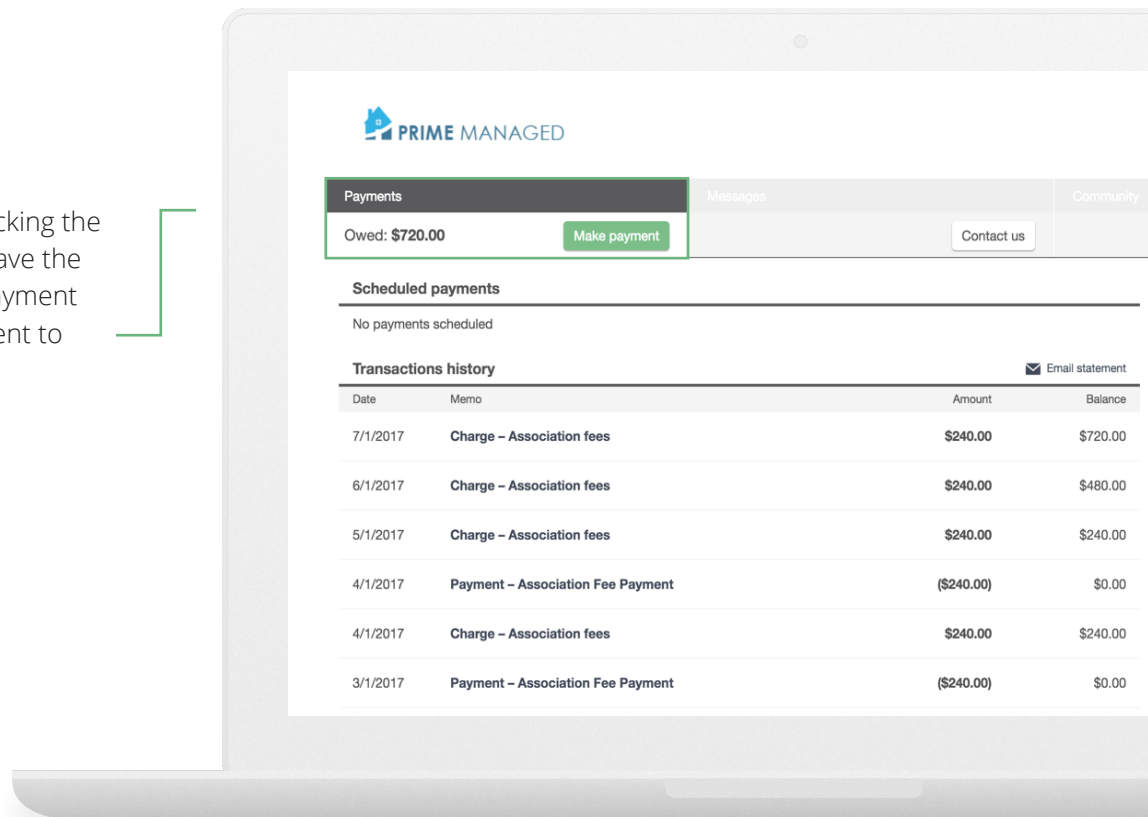
You can use the My info page to keep your contact information up-to-date and to change your password.



PAYMENTS TAB

The Payments tab shows ledger history - charges, payments, refunds, and so on.

Make a payment online by clicking the Make payment button. You have the option to make a one-time payment or set up an automatic payment to process on a regular basis.



1 Payment info 2 Review payment 3 Receipt

Make a payment

Pay with
eCheck

Pay this amount: \$720.00 On this date: 7/8/2017 Frequency: One time payment

Account owner name
Ted Peterson

Account type
Checking Savings

Routing number: 9-digit number Account number: Account number Help?

☐ Save my Banking info for next time

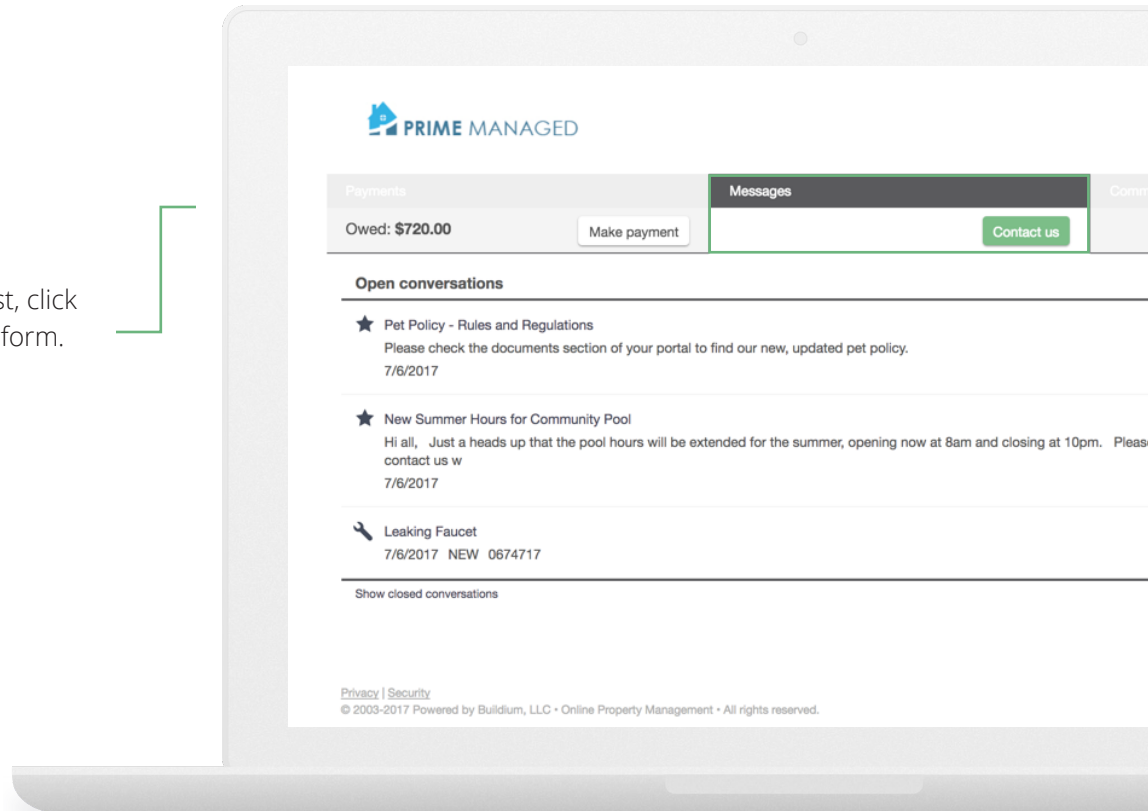
Review Cancel

Once you make a payment, it will be credited instantly to your account. It may take a day or two for the charge to affect your bank account or credit card. If an online payment is refused by your bank, the Payments tab will be updated automatically.

MESSAGES TAB

The Messages tab allows for the submission of maintenance requests and other contact requests. It also contains resident announcements from your association management company.

To add a maintenance request, click Contact us and complete the form.

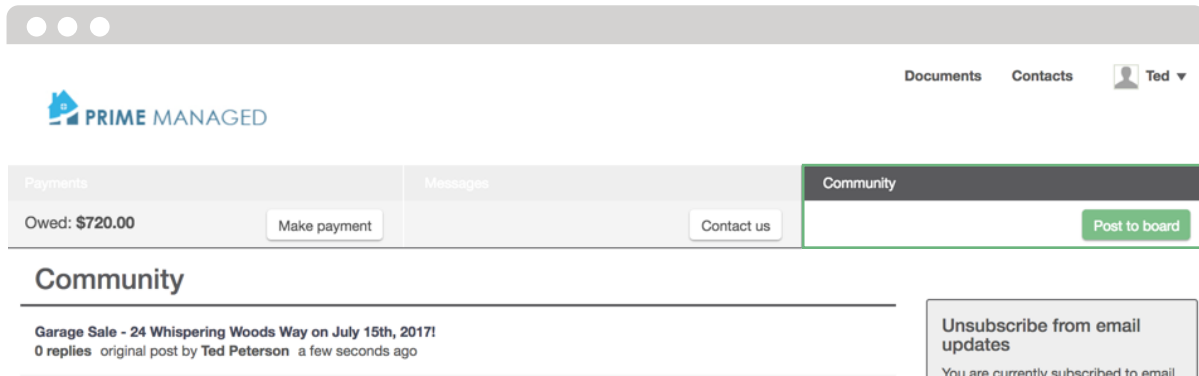


Once submitted, your request is saved and available here. When we update your request, we'll let you know by email and on this page.

A form titled 'Broken Window' for submitting a maintenance request. It includes a 'Subject (required)' field with the text 'Broken Window'. Below it is a 'Message' text area containing the text: 'The window in the front foyer has a large crack down the middle, could you send someone out to take a look and replace? Thank you!'. At the bottom of the form are three buttons: 'Add attachments...', 'Save message', and 'Cancel'. The footer of the form contains 'Privacy | Security' and '© 2003-2017 Powered by Buildium, LLC • Online Property Management • All rights reserved.'

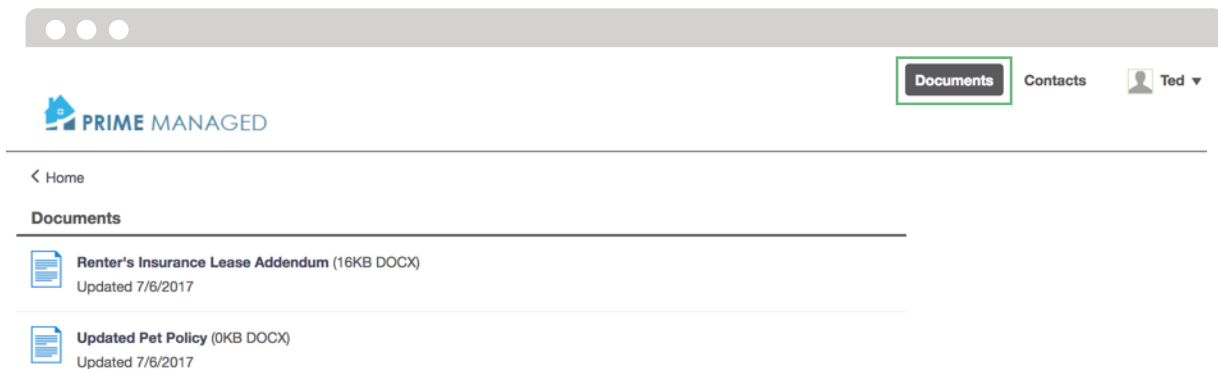
COMMUNITY TAB

The Community tab is a place where residents can add topics and submit replies to ongoing conversations.



DOCUMENTS

The Documents section shows all files that have been shared with you. For example, you might find by-laws, financial reports, and meeting minutes on this page.



CONTACTS

The Contacts section helps you find your way in your neighborhood. You will find phone numbers and websites for local utilities, municipal services, restaurants, and other useful information.

