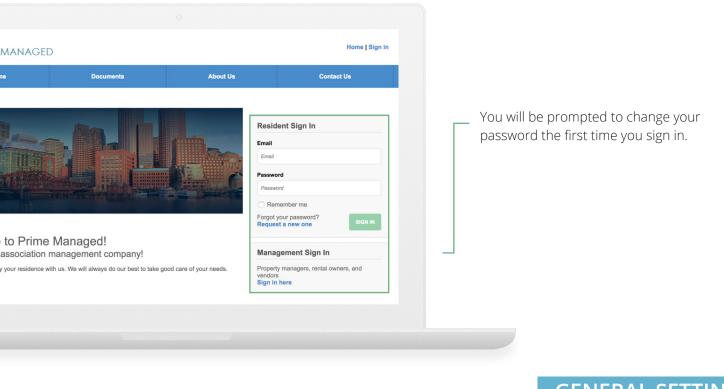
# ASSOCIATION OWNER SITE INSTRUCTIONS

# 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.



**GENERAL SETTINGS** 

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

	PRIME MANAGED	)			Documents	Contacts	My info Sign out
Paymen	its		Messages				
Owed:	\$720.00	Make payment		Contact us			Post to board

# 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.

搀 PRI	ME MANAGED				
Payments					
Owed: <b>\$720</b>	.00 Make payment		Contact us		
Scheduled payments					
No payments	s scheduled				
Transactio	ns history		$\leq$	Email statemen	
Date	Memo		Amount	Balance	
7/1/2017	Charge – Association fees		\$240.00	\$720.00	
6/1/2017	Charge – Association fees		\$240.00	\$480.00	
5/1/2017	Charge – Association fees		\$240.00	\$240.00	
4/1/2017	Payment – Association Fee Payment		(\$240.00)	\$0.0	
4/1/2017	Charge – Association fees		\$240.00	\$240.00	
3/1/2017	Payment – Association Fee Payment		(\$240.00)	\$0.00	

0			
Payment info	Review payment	Receipt	
ake a payment			
ly with			
eCheck	v		
y this amount On this date	Frequ	ency	
\$720.00 7/6/2017	i On	e time payment	T.
count owner name	Peterson		
Checking	Savings		
outing number	Account number		
Uting number		II <sup>#</sup> Help?	

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.

	Payments     Messages       Owed: \$720.00     Make payment	
	Open conversations	
To add a maintenance request, click	<ul> <li>Pet Policy - Rules and Regulations</li> <li>Please check the documents section of your portal to find our new, updated pet policy.</li> <li>7/6/2017</li> </ul>	
	New Summer Hours for Community Pool Hi all, Just a heads up that the pool hours will be extended for the summer, opening now at 8am and closing at 10pm. contact us w 7/6/2017	Pleas
	Leaking Faucet 7/6/2017 NEW 0674717	
	Show closed conversations	
	Privacy   Security © 2003-2017 Powered by Buildium, LLC • Online Property Management • All rights reserved.	
	Broken Window	
	If you have more than one issue, please send a message for each. Thank you!	
	Subject (required)	
_	Broken Window	
Once submitted, your request	Message	
is saved and available here. When we update your request, we'll let you know	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!	
by email and on this page.		
	Add attachments	
	Save message Cancel	
	Devery Convolty	

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# COMMUNITY TAB

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

PRIME MANAG	θED			Documents Con	acts 👤 Ted 🔻
			Commun	nity	
Owed: \$720.00	Make payment		Contact us		Post to board
Community				Unsubscribe	from omail
Garage Sale - 24 Whispering Woods Way on July 15th, 2017! 0 replies original post by Ted Peterson a few seconds ago			updates		

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.

		Documents Contacts Ted v
	< Home	
-	Documents	
	Renter's Insurance Lease Addendum (16KB DOCX) Updated 7/6/2017	
	Updated Pet Policy (0KB DOCX) Updated 7/6/2017	
CO	NTACTS	

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.

	Documents Contacts Ted v
< Home	
Contacts All Directory Important Numbers	
Sort by: Name	
Hank the Handyman Unfiled I (888) 414-1988 I hankthehandyman@buildium.com	