

Manage My Properties

- The Homeowner’s Online Payment Site Portal allows users to add, edit, or delete a property. Click *My Properties* from the **User Dashboard** to get started.
 - Management Company ID, Association ID, Property Account Number are required fields which can be gathered from the coupon, statement or directly from the Management Company.
 - **Note: Leading zeros are not required and will be ignored.**
 - Nickname (optional) is used to help differentiate between properties.

Dashboard > Payment > Add Property

Add Property

Management Company ID (A)
required field

Association ID (B)
required field

Property Account Number (C)
required field

Property Nickname (optional)
Creating a property nickname may help to differentiate multiple properties.

Back To Dashboard Cancel Add Property

Callout: Nickname defaults to property address if left blank.

Review Payment History

- **Payment History** provides the ability to view and search through all transactions, including cancelled and returned payments (also includes one time payments made outside of the profile using the same email address).
 - Users have the ability to search by Property, Date, Amount, Status or Transaction Number.

Payment History

Property: All

Date: Search Payment Date Range

Amount: Search Amount Range

Status: All

Transaction #:

Items per page: 20

Go

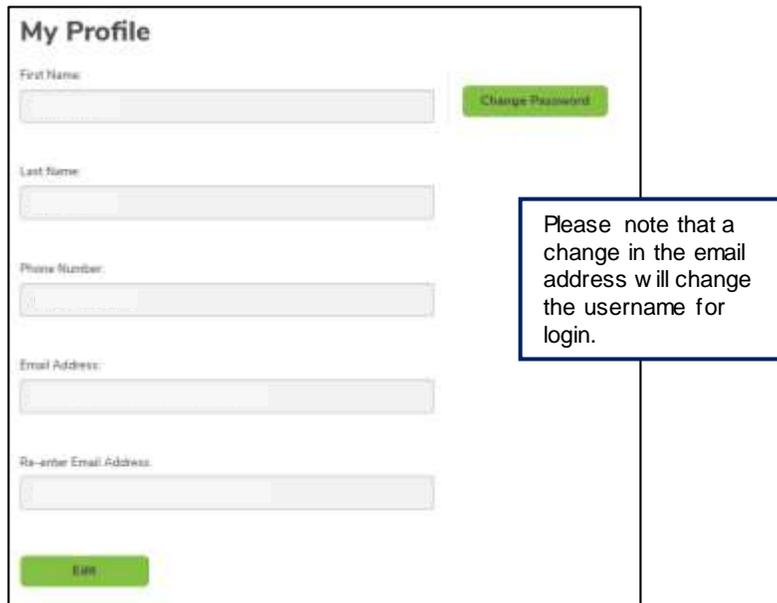
Payment Date	Property	Amount	Transaction #	Status
Nothing found for this search.				

Notifications Overview

- **Notifications** will reflect the correspondence that have been sent to the email address registered with the profile.
 - Notifications include: Payment reminders, confirmation of payments, return notices, changes made to the profile, password resets, and change in payment schedule.

My Profile

- **My Profile** allows users to edit/update name, phone number, email address and password information.



The image shows a screenshot of a web form titled "My Profile". The form contains several input fields: "First Name", "Last Name", "Phone Number", "Email Address", and "Re-enter Email Address". There are two green buttons: "Change Password" located to the right of the "First Name" field, and "Edit" located at the bottom left of the form. A blue-bordered callout box with a white background is positioned to the right of the form, containing the text: "Please note that a change in the email address will change the username for login." A thin black line connects the top of the callout box to the "Change Password" button, and another line connects the bottom of the callout box to the "Edit" button.