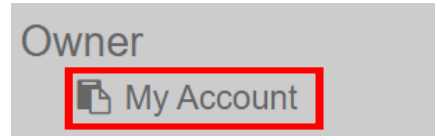


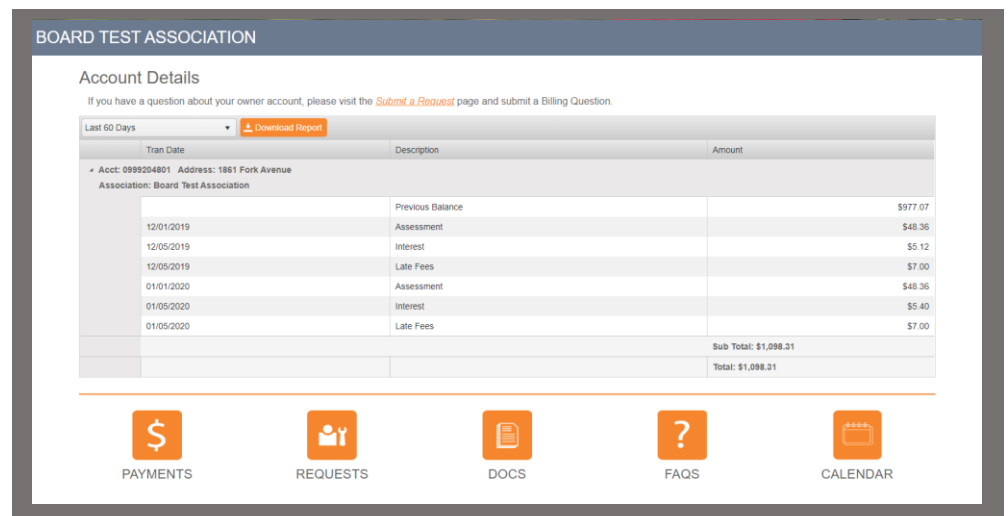


Association Portal Dashboard – My Account

1. Under the Owner section of the left-hand menu, click on My Account. This page is where we can see details on current balances and payments.

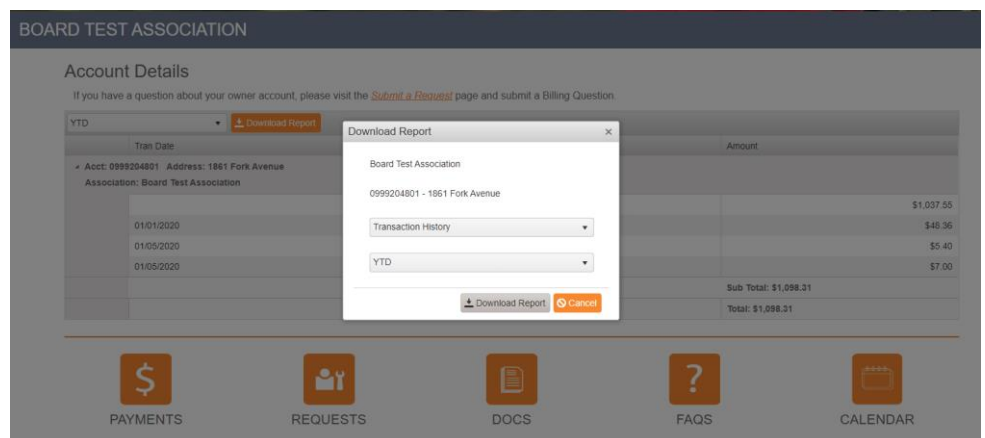


2. The amount shown at the top of the chart is the most recent amount due on the account. Content is shown in descending order. Any payments are shown inside parenthesis.



3. The default date range for the payments chart is “Last 60 Days”; If we click on the downward-pointing arrow beside this range, we can change the setting to “Last 30 Days,” “YTD,” or “Full History.”

4. The system automatically refreshes the chart when a new date range is selected. If you would like a copy of the report for your records, click on the orange “Download Report” button. An excel spreadsheet will be downloaded to your desktop where it can be printed or saved.



5. If anything about your account history or payments looks incorrect, there is a link at the top of the page to “Submit a Request.” Click on that link and choose “Billing” when asked to specify the type of request.