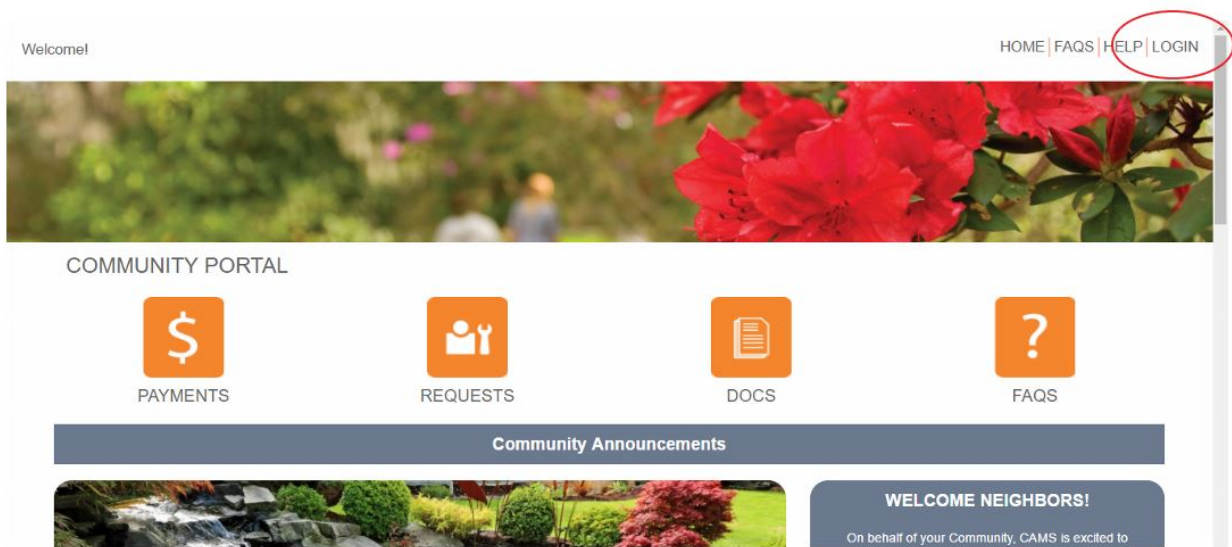


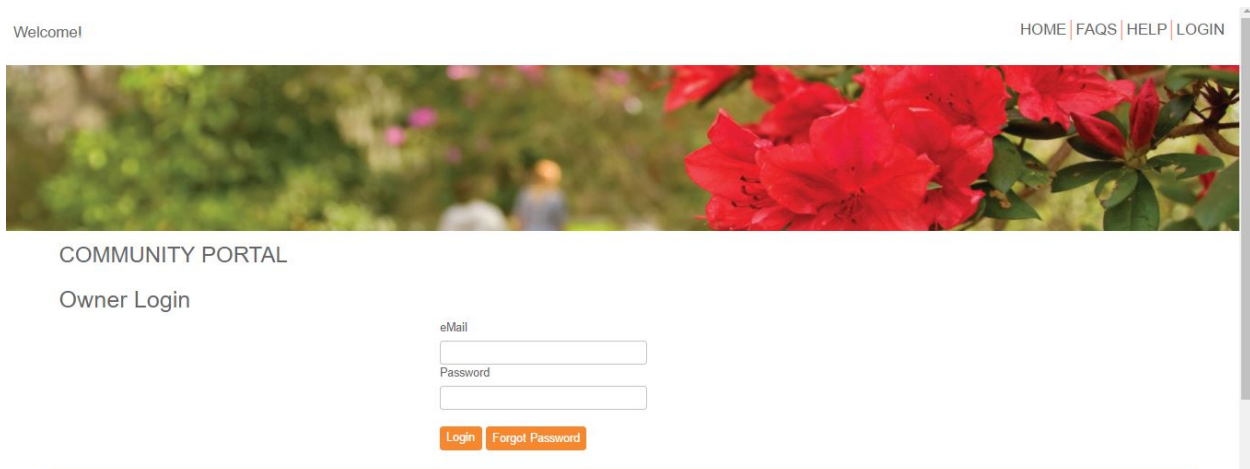
Congratulations on your new home and welcome to **HIGHLAND SPRINGS COUNTRY CLUB !**  
We are excited to share with you the functionality of our online Homeowner portal which will provide you access to account information 24 hours per day, 7 days per week.

### HOMEOWNER PORTAL INFORMATION

Open your internet browser and go to [my.managementtrust.com](http://my.managementtrust.com), then click on Homeowner Login:



Enter the eMail and Password sent with this correspondence.





You will log into the “Dashboard” which gives you an overview of your upcoming Assessments or if there are any Open Issues (service requests, etc.).

Welcome Oliver Owerl HOME | FAQs | HELP | LOGOUT

Owner

- Dashboard
- My Account
- Make a Payment
- My Items
- My Contact Info
- My Login
- ARC Request
- Submit a Request

Association

- Calendar & Events
- Directory
- Documents

COMMUNITY PORTAL

### Owner Dashboard

Account Information - Balance: \$0.00

Upcoming Assessments

Monthly Assessment \$210.00 on 07/01/2017 Special Assessment \$50.00 on 07/01/2017 for 741 Dahlia Rd

[View Account...](#)

Recurring Payments

Recurring Payments

No scheduled payments.

[View Recurring Payments...](#)

Open Issues - 1

ARC Request - ARC Review

[Read More...](#)

PAYMENTS REQUESTS DOCS FAQs

Dashboard: This menu takes you back to the original screen.

My Account: This menu will show you your payment history

My Items: This menu will show you the status of any inquiries or service requests you have made through the “Other Request” menu (see below).

My Contact Info: This menu will allow you to 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).

My Login: This menu allows you to change your password to the homeowner portal.

Submit A Request: This menu gives you ways to communicate with us electronically. Options include Billing Question, General Question, and Service/Maintenance Request. These requests will be routed to the appropriate person to assist.

Calendar & Events: This menu will show you your community calendar, including amenity center/clubhouse reservations if applicable.

Directory: This menu will give you a directory of your association’s Directors and Committee Members (if applicable).

Documents: This menu is where you will find your community’s governing documents, including Rules and Regulations, financials, and Welcome Packet.



## ONLINE PAYMENT PORTAL INFORMATION

Click on “Make a Payment” on the left menu or click the “Payments” button on the bottom of the page.

Welcome Oliver Owner! HOME | FAQs | HELP | LOGOUT

**Owner**

- Dashboard
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- My Items
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**COMMUNITY PORTAL**

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**PAYMENTS**   **REQUESTS**   **DOCS**   **FAQS**