

# USING THE OWNERS PORTAL

## Access

For access to the owners Portal visit [www.mycommunitylogin.com](http://www.mycommunitylogin.com)

**First time users** - click “Forgot Password?” and enter your email address and account number.

- Use the email address receiving Sunrise Bay notification and statements
  - (if you are NOT receiving notifications or statements, reach to [sunrisebaymanager@gmail.com](mailto:sunrisebaymanager@gmail.com) right away)
- Your account number is located on the bottom right of your statement.

Once you have your password created you are ready to login.

## MAKING PAYMENTS

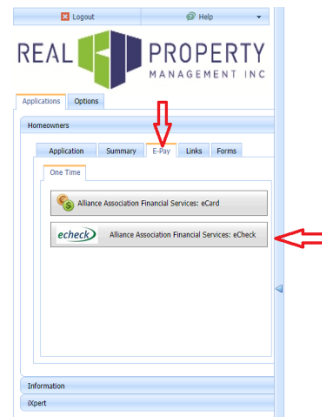
There are three ways to make a payment: using Sunrise Bay’s bank option (E-Pay), using the paper check method, or using your personal bank’s electronic payment option (Bill-Pay). Below are instructions for all three.

### E-Pay Option

This option uses the Sunrise Bay bank’s electronic pay services.

Once you have accessed your portal:

- Select the “e-pay” tab on the left-hand side of the screen
- Select the “e-check” option that displays under this tab.



- Enter your personal information, name, and email address, followed by the management company ID (it should be pre-filled) and your account number.
  - Your account number is located on the bottom right of your statement.
- Be sure to click the consent box on the bottom, followed by the green “Continue to Payment Information” box.

- From there you will be asked to fill in your banking information for an ACH payment. Any questions or navigating the site should be sent to [sunrisebaymanager@gmail.com](mailto:sunrisebaymanager@gmail.com).

## Paper Check Option

- Checks should be made out to **Sunrise Bay Property Owners Association**
- Put “6713 SBPO” in the memo line, followed by your 5-digit account number
  - Your account number is located on the bottom right of your statement
- Payments are mailed to:

**Sunrise Bay Property Owners Association, Inc.**  
**c/o Real Property Inc Processing Center**  
**PO Box 97795**  
**Las Vegas, NV 89193-7795**

## Bill Pay Option

This option uses your own bank’s bill pay services (your bank sends the check to the POA).

- Checks should be made out to **Sunrise Bay Property Owners Association**
- Put “6713 SBPO” in the memo line, followed by your 5-digit account number
  - Your account number is located on the bottom right of your statement
- Payments are mailed to:

**Sunrise Bay Property Owners Association, Inc.**  
**c/o Real Property Inc Processing Center**  
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