

USING THE OWNERS PORTAL

Access

For access to the owners Portal visit 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 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

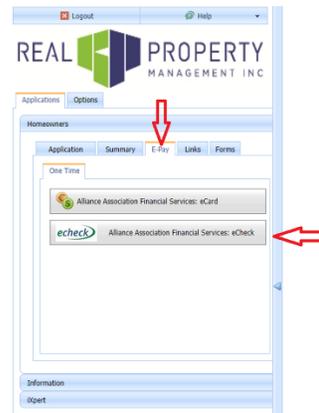
There are three ways to make a payment: using Sunrise Bay’s bank option (E-Pay), using the paper check method, or using your personal bank’s electronic payment option (Bill-Pay). Below are instructions for all three.

E-Pay Option

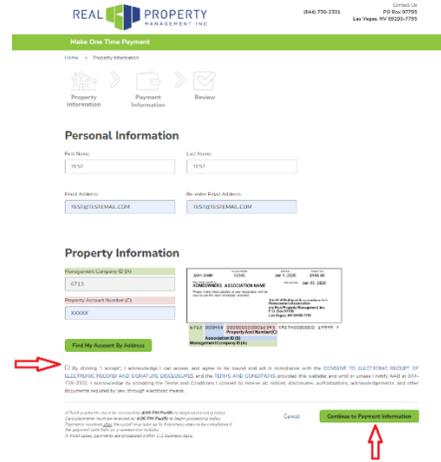
This option uses the Sunrise Bay bank’s electronic pay services.

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.

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.
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