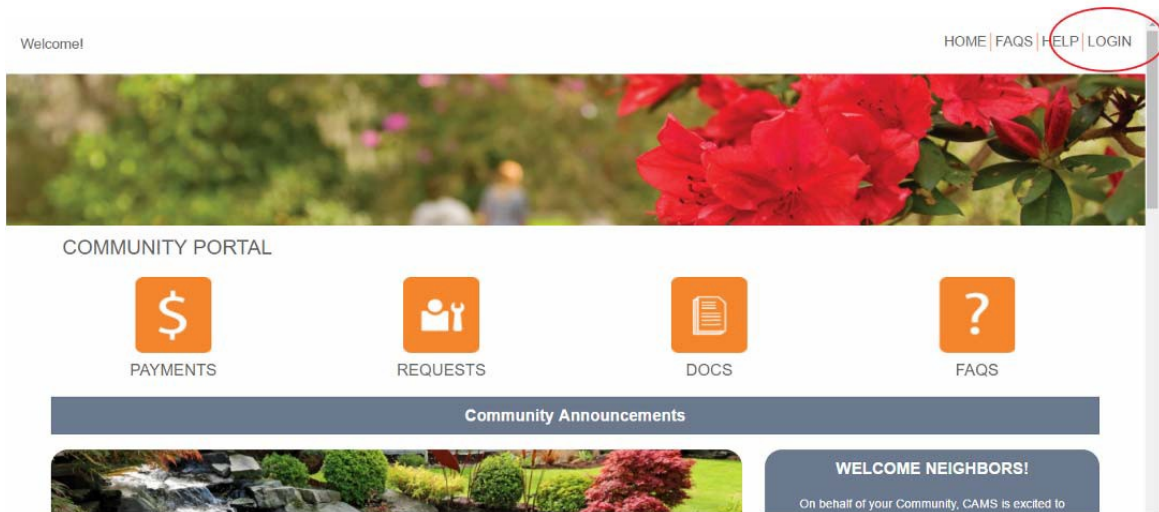


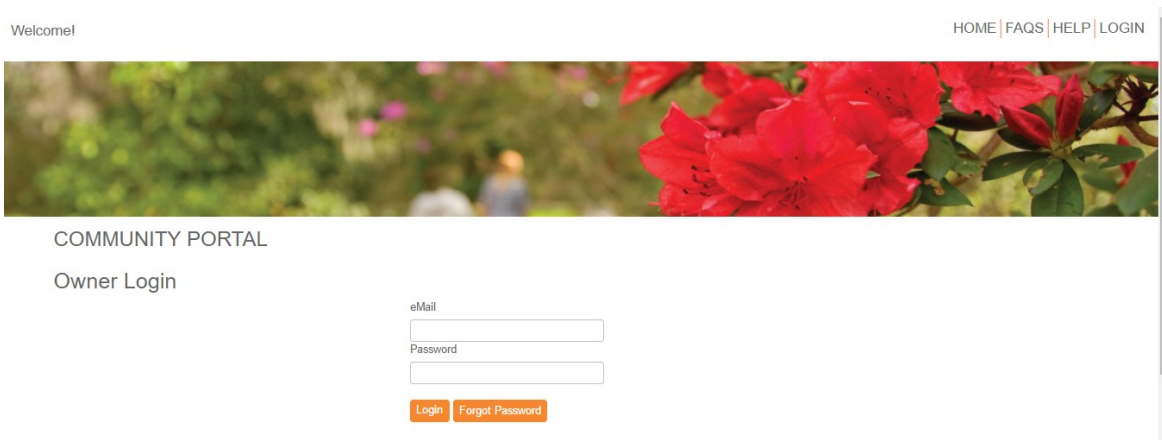
HOMEOWNER PORTAL INFORMATION

Open your internet browser and go to <https://owner.psprop.net>, then click on LOGIN:



HOW TO LOG IN

- Use your email address and temporary password sent to you to login.
- If you do not have your password, click on “Forgot Password” and a new one will be emailed to you.
- Be sure to check your junk or spam folders if you do not see the email in your inbox.



Owner Dashboard

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

Welcome Oliver Owner! 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, paper, or (future) app notification). Any changes made in the portal will now change our software system automatically.
- **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 as 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 PORTAL PAYMENT INFORMATION

The screenshot displays the 'COMMUNITY PORTAL' interface. On the left, a navigation menu lists various options, with 'Make a Payment' circled in red. The main content area is titled 'Owner Dashboard' and includes sections for '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), 'Recurring Payments' (No scheduled payments), and 'Open Issues' (1). At the bottom, four buttons are visible: 'PAYMENTS' (circled in red), 'REQUESTS', 'DOCS', and 'FAQS'.

Click on “Make a Payment” on the left menu or click the “Payments” button on the bottom of the page. Here you will find our 4 payment options available online:

- **Auto Draft** – This is our auto draft program. The full balance on the account is debited every month on the 8th of the month from a checking account. Checking account and routing information are needed and a you must have a zero balance in order to enroll in this option.
- **One-Time E-Check** - This is a Free One-time payment option using your checking account and routing information.
- **Recurring E-Check** - This is a Free recurring payment option using your checking account and routing information that you can schedule the dates you wish to pay on a recurring schedule.
- **Credit Card** – This is a one-time payment option that you can use a credit card. Please note that each credit card transaction carries a transaction fee. Payments of up to \$50,000 are accepted with this option.