



HOW TO DOWNLOAD STATEMENT OFF RESIDENT PORTAL

Step 1: Login to Resident Portal



Resident Portal Login Screen



Resident Portal Homepage



My Documents/ Folders

	MY DOCUMENTS					
			Search			
		Expand all Collapse all				
	Description	Open Document	Group Access	Action		
Click the folder arrow: • Community Information • Monthly Statements • Select pdf.Statement you wish to view	🔻 🗁 Тор			C 🗈		
	Association Business	Owner, Legal Owner, Board Membe		C: 🖸 🖊		
	😂 Broadcast Messages		Owner, Legal Owner, Board Member			
	V 🗁 Community Information		Owner, Legal Owner, Board Member	0		
	Forms		Owner, Legal Owner, Board Member	C: 🗈 🖉		
	Governing Documents		Owner, Legal Owner, Board Member	C: 🖸 🥖		
	► 🗁 Insurance		Owner, Legal Owner, Board Member	0 🖸 🖉		
	C Preterred Vendors		Owner, Legal Owner, Board Member	C: E /		
	Welcome Package/Handbook/Rules and Regulations		Owner, Legal Owner, Board Member	□ • •		
	🗁 Condo Owner Tenant Lease		Owner, Board Member			
	 Monthly Statement 		Owner			
	Monthly Statement (08/19/2022)	MonthlyStatement_1744_5t0001094t0001094_08 192022_1.pdf				
	Monthly Statement (09/19/2022)	MonthlyStatement_1744_5t0001094t0001094_09 192022_1.pdf	Indicates who has access to file			
	Monthsy Statement (10/18/2022)	MonthlyStatement_1744_5t0001094t0001094_10 182022_1.pdf				
	Monthly Statement (11/17/2022)	MonthlyStatement_1744_5t0001094t0001094_111 72022_1.pdf				
	Monthly Statement (12/16/2022)	MonthlyStatement_1744_5t0001094t0001094_12 162022_1.pdf				
	Monthly Statement (12/16/2022)	MonthlyStatement_1744_5t0001094t0001094_12 162022_2.pdf				
	A Monthly Statement (12/16/2022)	MonthlyStatement 1744 5t000:094t0001094 12				

Your Statement will appear on the Screen

Click on Print or Download						
ate	Unit	Description	Charges	Payments		
7/01/2022	5	Maintenance Fees (07/2022)	376.81		376.81	
7/18/2022	5	Late Payment Fees(1): 4100, Flat Amount	25.00		401.81	
8/01/2022	5	Maintenance Fees (08/2022)	376.81		778.62	
8/09/2022		Chk# 2722 - ':Import Lockbox Bank File-A'		376.81	401.81	
8/17/2022		Chk# 1092 paid out		142.97	258.84	
8/17/2022	5	(Payable)	142.97		401.81	
8/18/2022		Chk# 2682		376.81	25.00	
8/19/2022	5	Late Payment Fees(1): 4100, Flat Amount	25.00		50.00	
9/01/2022	5	Maintenance Fees (09/2022)	376.81		426.81	
			Total B	alance Payable	\$426.81	
		IMPORTANT PAYMENT	INFORMATION			
1- This is y 2- You can 3- Paymen 4- Please y NOTE: 0 5- You can 6- For mail Avoid p	our MONTHI pay by ACH it should arriv go to <u>www.de</u> Dur secure pa now walk in in payments otential late	LY STATEMENT. , e-check, credit card or by walk-in to a local store so te on or before the Due Date. To ensure timely payment maligm.com or www.mypropertybiling.com and login a ayment processing system is handled by Profit Stars. & pay at a local store, please go to http://paynearme. detach coupon below and return it with your check. fees due to delays in the mail, we highly recommend p	ee details below in bul nt please follow our w t "Client Login" at the <u>com/cashmap</u> put in y paying online.	let #5. ebsite instructions below. top of the website. rour town to find the location		



For further assistance:

Call 888-315-7773 Customer Service