

www.Collins-Mgmt.com

The Official Web Portal
for Association Information

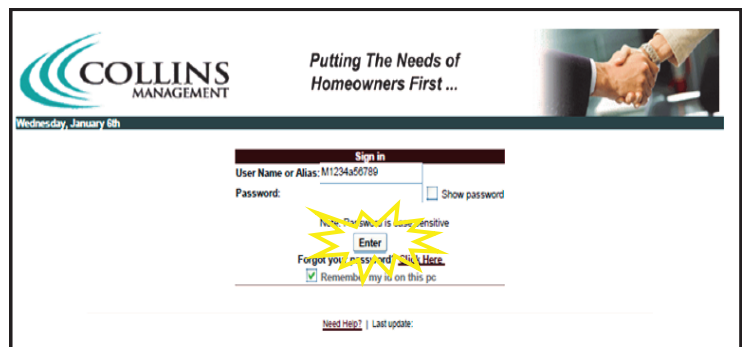
The Association Web Portal is your online resource for important information. Please log on today and familiarize yourself with the site, then bookmark the page and check back often for:

- ◆ Contact Information for management and Board and Committee members
- ◆ Online *Residents Phone Book*
- ◆ Official association documents including Agenda and Minutes of Board and Owner Association meetings, Rules and Regulations, Newsletters, and much more
- ◆ Online Community Surveys
- ◆ Links to useful community services
- ◆ Online service requests

Log on TODAY! It's a Simple 2 Step Process!

Go to www.Collins-Mgmt.com
and select "Homeowner Login"

Type in your User Name and Password and
select "Enter".



Congratulations, You're Online!

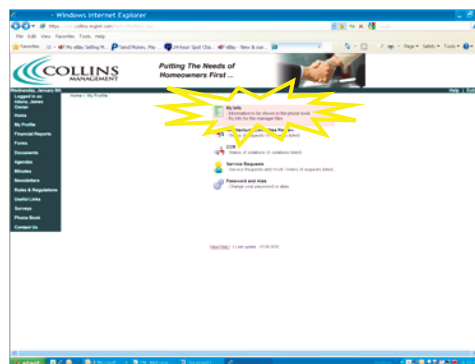
Next, Please Update Your Profile.

This is where you update your phone number, email address, etc. and indicate what information other residents can see about you online. Please check the pre-loaded information for accuracy, add and/or change information if needed, and indicate which information you want others to see by checking the boxes to the right of each line (nothing will display until you set your preferences).

1) Select "My Profile"



2) Select "My Info"



3) Indicate which information (email and/or phone) other residents can see. Then enter your contact information and select "Send Changes". Next, take a look around and see what information is available.

Check out all the content in each of the menu options.

- * Documents
 - * Mtng Minutes
 - * Rules & Regs
 - * Phone Book
 - * Contact Us
- (HINT: This is where you can fill out maintenance requests)

A screenshot of the Homeowner Web Portal in Internet Explorer, showing the 'My Info' form. The form includes fields for account number (25210), address (1234 Caldecott Lane 9999), city (Oakland), state/province (CA), zip/postal code (94618), and email. There are also checkboxes for 'My Email' and 'Home phone of the first owner'. A 'Save' button is visible. The page also shows a 'Messages To Owners' section on the right.

Review updated Messages to Owners

CONTENT IS UPDATED REGULARLY SO PLEASE LOG IN FREQUENTLY!!!