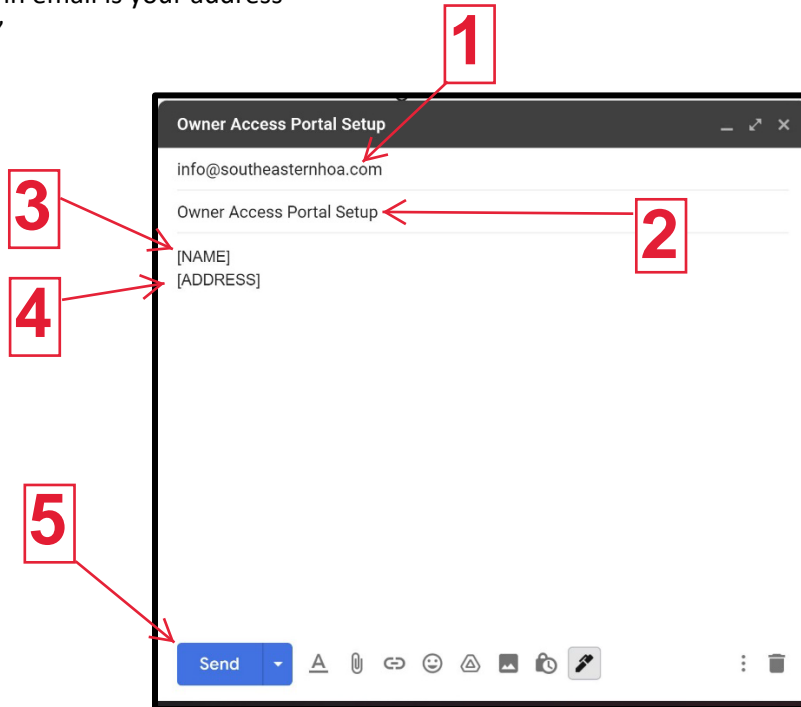


# OWNER'S PORTAL SETUP

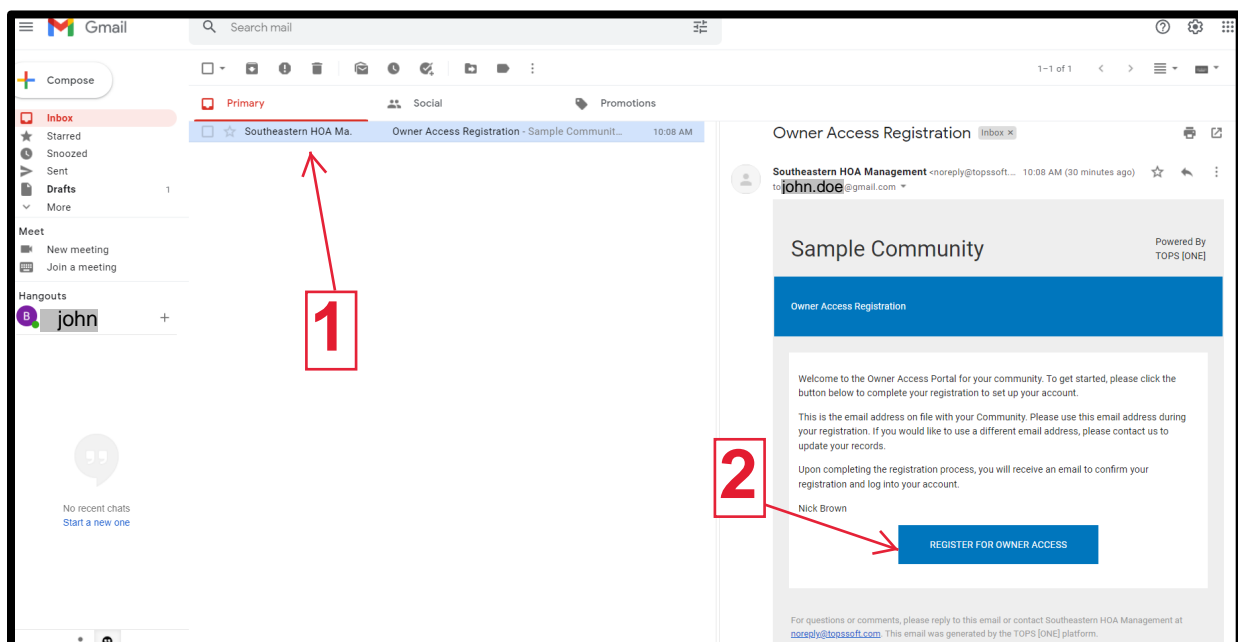
## Step 1: Portal Registration Initiation

1. Send email to [info@southeasternhoa.com](mailto:info@southeasternhoa.com). Note that the email you use to send the email will be your default username for the portal.
2. Ensure the subject line is Owner Access Portal Setup
3. First line in email is your full name
4. Second line in email is your address
5. Click "Send"



## Step 2: Auto-Generated Email for Portal Setup

1. Very briefly after completing Step 2, you should receive a setup email.
2. Click the big blue button that says "Register for Owner Access".



### Step 3: Register Account

1. Note that your email has defaulted here as your username.
2. Enter password and confirm password here.
3. Click "Register".

**1**

Register your account.

John Doe - john.doe@gmail.com

.....

.....

◀ Back to Login

Register

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**2**

**3**

### Step 4: Login Page

1. Your browser should have taken you to the Login Page.
2. Enter your email as a username.
3. Enter the password you created in Step 3.
4. Click "Sign in"

**1**

You have been returned to the login page.  
Please sign into your account.

john.doe@gmail.com

.....

Sign In

Forgot Password?

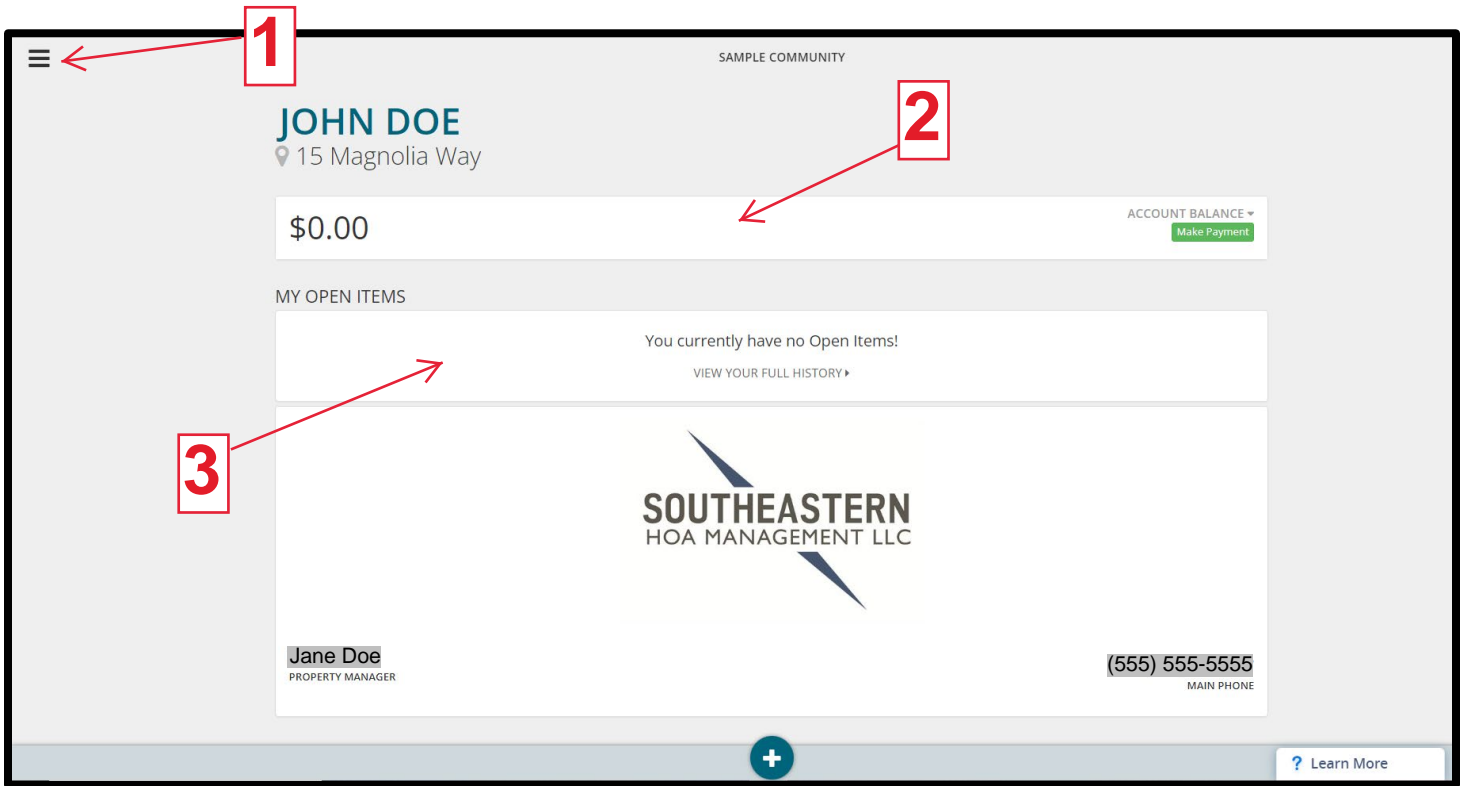
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**2**

**3**

**4**

## Step 5: Welcome to your Owners Portal!



1. The 'hamburger' Icon in the top left corner is where you can access all the features of your portal.
2. You can find your balance, and account transactions here.
3. You can communicate with us on any open items on your account here.
4. Play around with the portal to see all of its features. Call us if you have any questions!

4

# OWNER'S PORTAL PASSWORD RESET

## Step 1: Find our Owners Portal Login Page

1. Navigate to our portal through the link in the "For Owners" Tab on our website.
2. Click "Forgot Password".

**1**

SOUTHEASTERN  
HOA MANAGEMENT LLC

Please sign into your account.

Email Address

Password

Sign In

[Forgot Password?](#)

By clicking Sign In you agree to the [EULA](#).

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**2**

## Step 2: Trigger auto-generated email

1. Enter the email with which you set up your account. If you do not know the email address, we will have to set you up a new account with a new email.
2. Click "Submit".

**1**

SOUTHEASTERN  
HOA MANAGEMENT LLC

Forgot your password?  
Please enter the email associated with your account.

john.doe@gmail.com

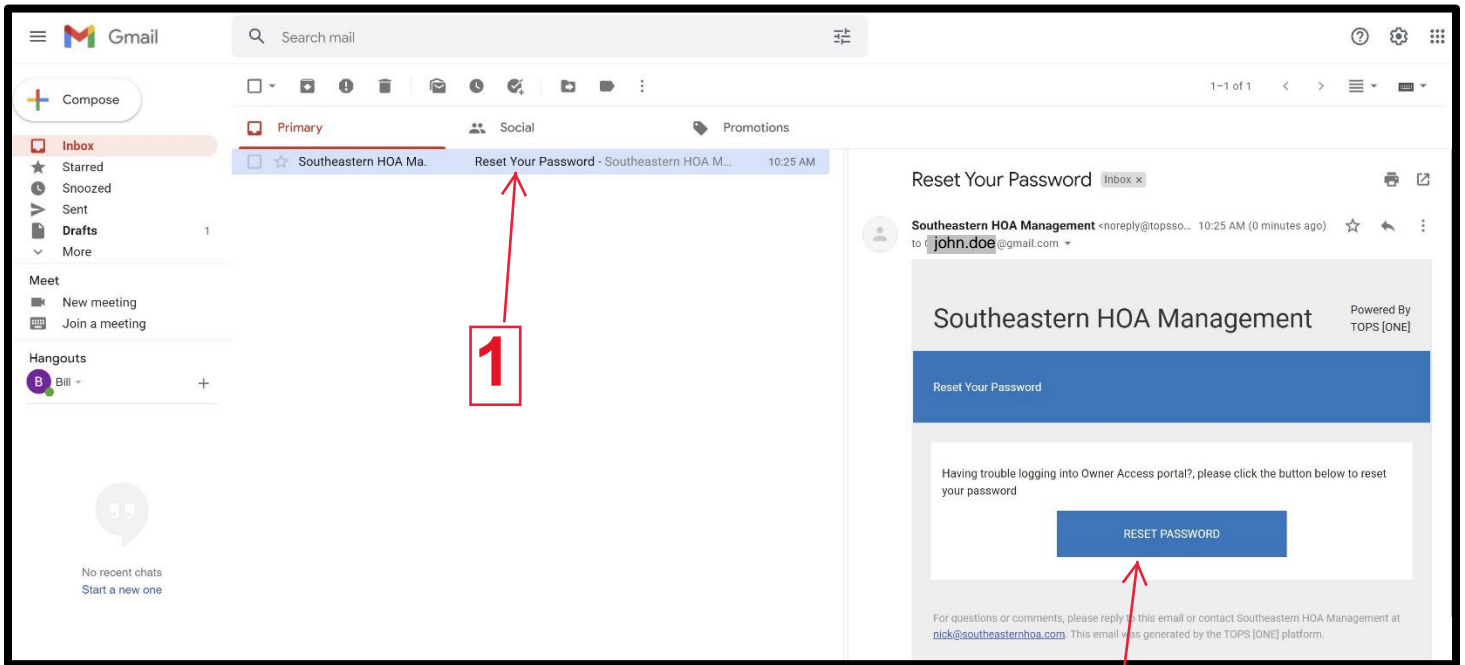
Back to Login

Submit

**2**

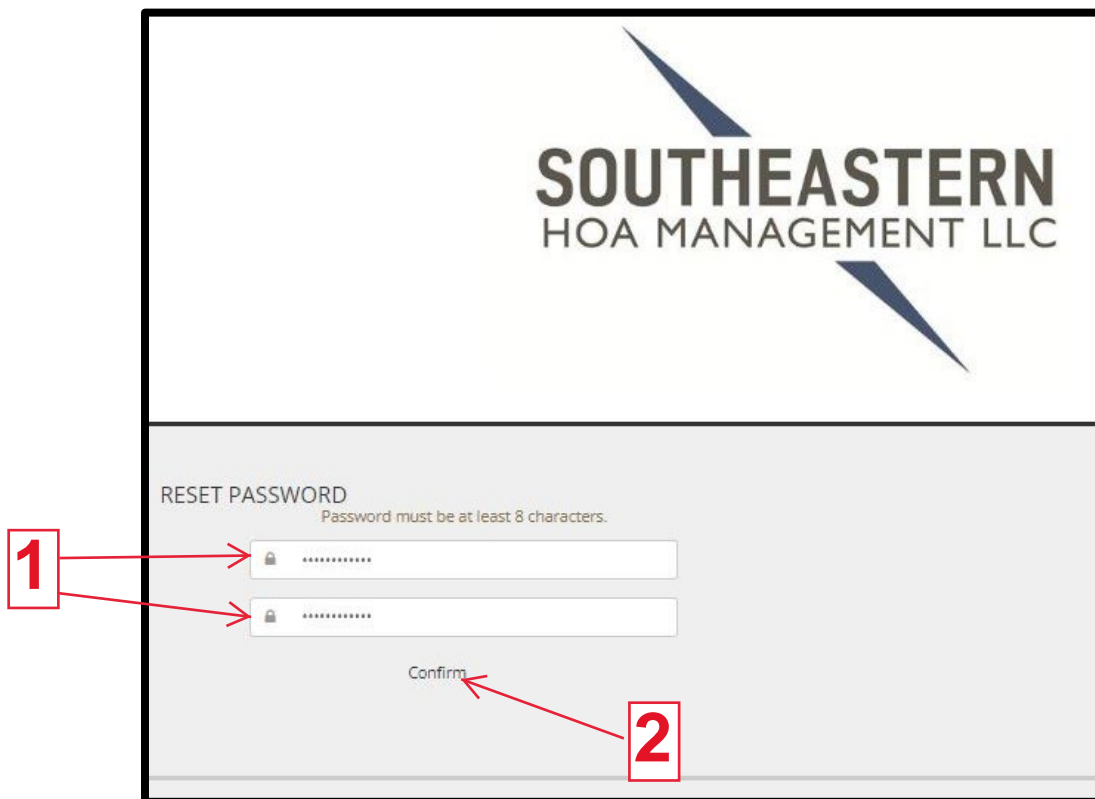
### Step 3: Find Link in Email

1. Navigate your email and find the email from us with the subject "Reset Your Password".
2. Click the blue button that says, "Reset Password".



### Step 4: Enter New Password

1. Enter your new password and confirm the new password.
2. Click "Confirm".



### Step 5: Login with Your New Password

1. You should have been redirected to the Owners Portal login page.
2. Enter your email as a username.
3. Enter the password you created in Step 3.
4. Click "Sign in"

The image shows a login page for Southeastern HOA Management LLC. The page has a white header with the company logo and name. Below the header is a grey section containing the login form. Red callout boxes with numbers 1 through 4 are placed around the page to indicate the steps: 1 points to the header area, 2 points to the email input field, 3 points to the password input field, and 4 points to the 'Sign In' button. The text on the page includes: 'SOUTHEASTERN HOA MANAGEMENT LLC', 'You have been returned to the login page.', 'Please sign into your account.', 'john.doe@gmail.com', 'Sign In', 'Forgot Password?', 'By clicking Sign In you agree to the EULA.', and 'NEED HELP? View Our Documentation'.

**1**

You have been returned to the login page.  
Please sign into your account.

**2**

**3**

[Forgot Password?](#)

**4**

By clicking Sign In you agree to the [EULA](#).

**?** NEED HELP?  
[View Our Documentation](#)