



## STEP BY STEP GUIDE TO SET UP YOUR OWNER'S PORTAL

### STEP 1 – REGISTER FOR ACCESS TO YOUR ACCOUNT

Please go to your community website and click on the Make a Payment/Vantaca link on the home page if you have not already received email instructions with a password to log in to your account. Choose "Sign Up" After registering, you should receive a temporary password by email.

### STEP 2 – VERIFY YOUR CONTACT INFORMATION

Once you have logged in, click on "My Contact Info" on the left-hand side of page and verify that your *email address, phone number and mailing address are correct*. This is necessary for your community to contact you concerning community news, emergency matters, and billing concerns. You can also elect to hide or display your contact information in the online community directory.

### STEP 3 – SET YOUR BILLING & COMMUNICATION PREFERENCES

Once you have logged in, click on "My Contact Info" on the left side toolbar. The Billing Communication Preference section will allow you to manage whether you receive statements by email or paper. Selecting **Paper** means you will receive a paper statement in the mail. You may also elect to set your communication preference to **email** so urgent and timely communications will be delivered to the email address on record. Please note that if you select **text** for communication or billing preference, an email and a text will be sent. The text message is only to alert you that an email message has been received.

### STEP 4 – OPTIONS FOR PAYING MY ASSESSMENTS (DUES)

Upon logging in you have a variety of ways to pay your assessments

1. Auto-Draft

You can set up auto draft for your monthly assessments from a checking account only. The monthly assessments will be auto-drafted on the same day each month. ***Please note that the auto-draft date is determined by the management company. You as the homeowner can choose the payment date for an automatic, recurring payment by using the "Recurring eCheck Payment" option below.***

In order to sign up for auto-draft you will be required to have a \$0 balance before enrolling. If you have a balance due, you can submit a one-time eCheck payment for the full balance, then enroll

2. One-Time eCheck

3. Reoccurring eCheck

4. Credit card