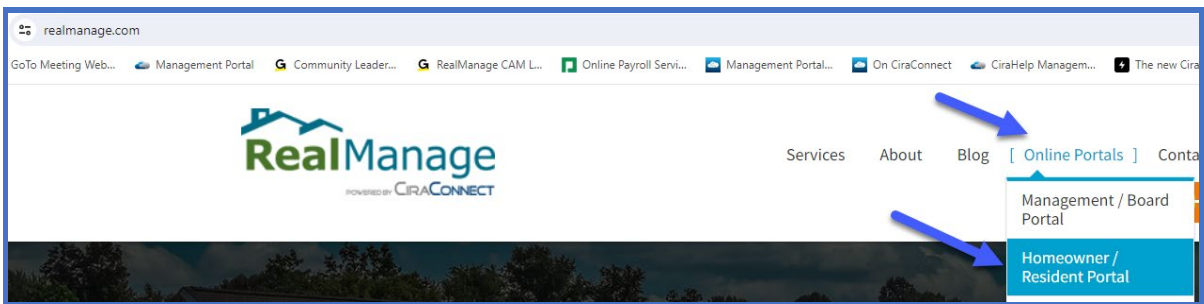


## LINKING A PROPERTY TO A RESIDENT PORTAL ACCOUNT

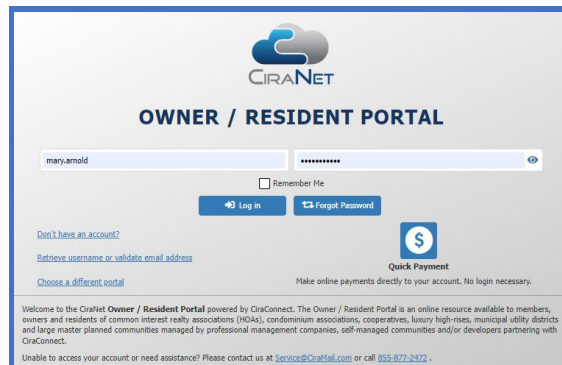
When a new homeowner is elected or appointed to the Board of Directors of their community, they are configured with a new account on the Board Portal. If they have not previously created an account on the Resident Portal, a Resident Portal account will automatically be created for them when their board portal account is established. The new board member will be able to log into both the Board Portal and the Resident Portal using the same log-in credentials (username and password).

However, when the new board member first logs into their newly established resident portal account, their personal account info will not automatically display. That is because their account is not yet linked. They just need to link their address to their new resident portal account as follows:

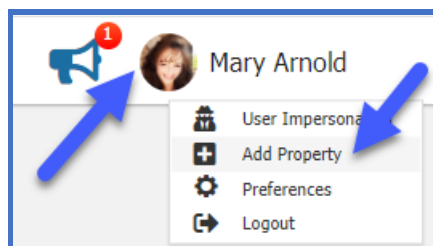
- 1) Access the Resident Portal by navigating to [www.realmanage.com](http://www.realmanage.com) in your browser, and selecting Homeowner/Resident Portal from the Online Portals menu:



- 2) When the log-in screen appears, enter your new username and password in the fields provided. Check the Remember Me box if you would like your system to save your log-in credentials so you do not have to enter them each time you visit the portal. Click on the Log in button to proceed with logging into the resident portal with the new log-in credentials:



- 3) Click on the circle next to your name in the upper right to access the drop-down menu and select "Add Property".



- 4) Enter your Community ID, Account # and Check Digit / Pin in the fields provided and click on "Add Property". Your Resident Portal account will then be linked to your owner account, allowing you to access and modify your account information as necessary when logged into the Resident Portal.

When a new homeowner is elected or appointed to the Board of Directors of their community who has previously registered on the Resident Portal, this will not be necessary. In this scenario, the homeowner may continue go log into the Resident Portal with their previously established log-in credentials, and log into the Board Portal with their new Board Portal log-in credentials.

Once a board member has linked their resident portal account to their address, they may toggle back and forth between their Board Portal account and their Resident Portal accounts by having the Board Portal open in one browser tab and their Resident Portal account open in another browser tab.

When a homeowner owns more than one property within a community (or any community managed by RealManage), they may link their other properties in the same manner as described above. When multiple properties are linked to a Resident Portal account, the addresses will appear on the navigation menu on the left. The owner can toggle back and forth between their owner accounts by selecting the address they wish to look at from the menu on the left.