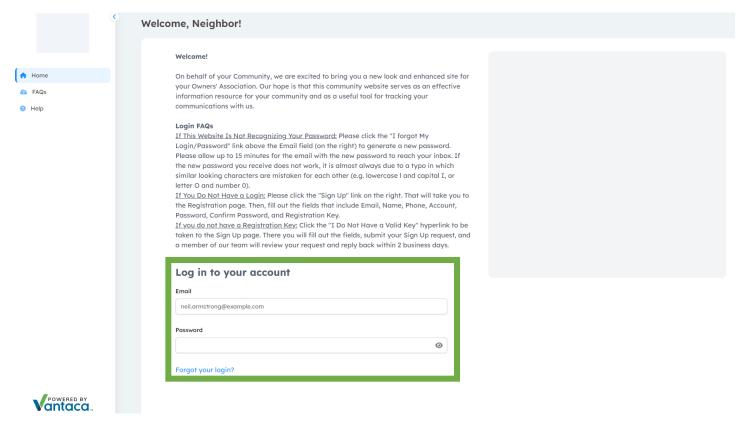
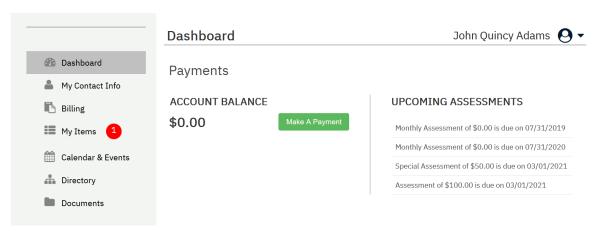
HOMEOWNER PORTAL INFORMATION

Open your internet browser and go to home.accesspm.com

On the right side of your screen under Log In, enter the Email and Password sent with this correspondence.



You will log into the "Dashboard" which gives you an overview of your upcoming Assessments.



Billing: This menu takes you to payment options and shows you your payment history

My Items: This menu will show you the status of any inquiries or service requests you have made through the

"Other Request" menu (see below).

My Contact Info: This menu will allow you to change your password, verify your contact information as well as indicate

how you would like our office to communicate with you (i.e. via E-Mail, text, or paper).

now you would like our office to communicate with you (i.e. via E-iviali, text, or paper).

My Items: This menu gives you ways to communicate with us electronically. Options include Billing Question,

General Question, and Service/Maintenance Request.



THREE PAYMENT OPTIONS ARE AVAILABLE FOR HOMEOWNERS:



1. DIRECT DEBIT:

Homeowners may pay their monthly fee using the direct debit option where your monthly payment is deducted from your checking or savings account. Direct debit is a free service provided by Access Property Management. Monthly debits are processed on the second day of each month. If payment is returned, your account may be subject to bank fees. To activate this service, log on to your community portal at home.accesspm.com. Sign up for your account & select payments to enroll in auto draft.

2. U.S MAIL:

Make your association fee check payable to your community and mail the check along with your payment coupon to the following address:



YOUR COMMUNITY NAME c/o Access Property Management PO Box 98274 Phoenix, AZ 85038-0274

3. ONLINE:

Homeowners may make monthly payments online by credit card or e-check. To take advantage of this option, visit the Access Property Management website at www.accesspm.com and click on "PAY FEES".

Type in your community name and select pay online.



There is a fee for credit card and e-check transactions. Your Association or Access Property Management does not set or receive the fees for these transactions. This service is offered as a convenience and is between the homeowner and the online service provider.