

## Resident Portal Log-In Instructions

For residents that have not yet registered for the Resident Portal, please follow Steps 1 – 7 below.

For residents that have already created an account, but have not confirmed their account, please follow Steps 4 – 7 below.

For resident that have already created and confirmed an account, but have not yet added a property to their portal, please follow Steps 1, and 5 – 7 below.

**Step 1:** Go to [www.RealManage.com](http://www.RealManage.com) and click on the “Resident Portal” link on the Home page.



**Step 2:** Click on the "Don't have an account? Click Here" link.

RealManage

the premier manager of community associations

Resident Portal powered by RealReports

Login

User Name:

Password:

Remember me next time.

[Don't have an account? Click Here](#)

[Forgot your password?](#)

[Forgot your Username or lost your validation email?](#)

Log In

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**Step 3:** Create a User Account

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Create User

User Name:

Password:

Confirm Password:

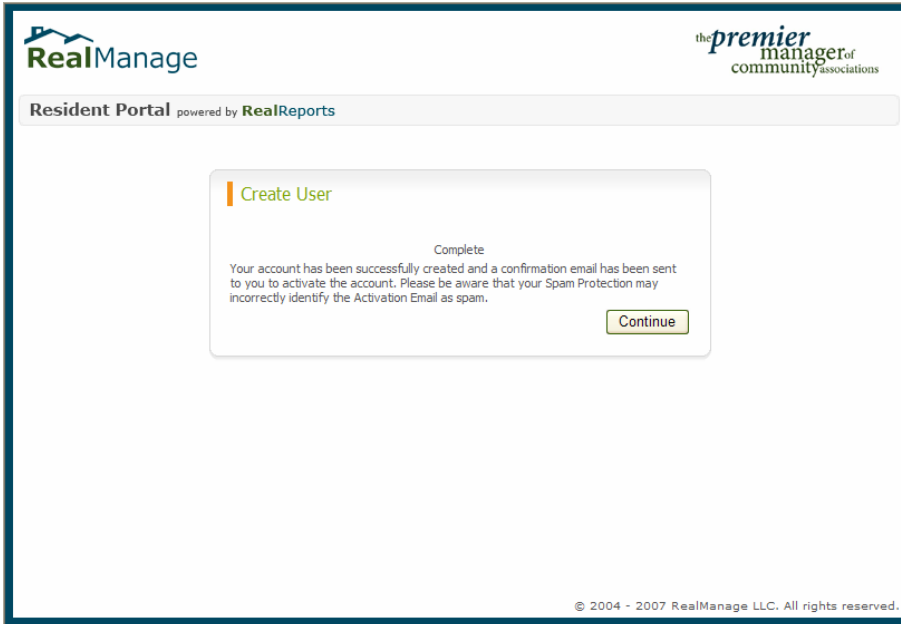
E-mail:

Security Question:

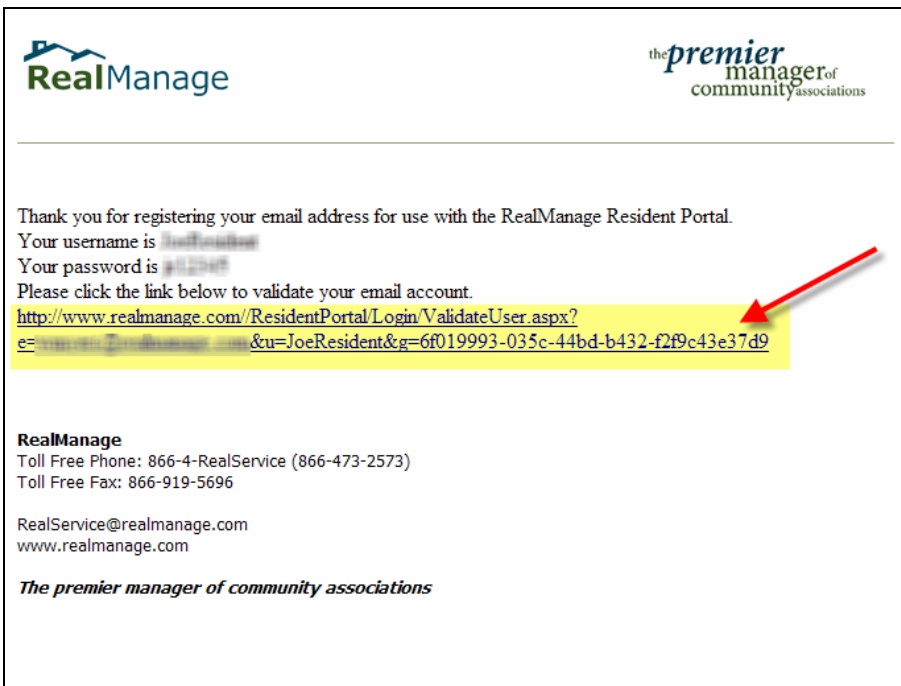
Security Answer:

Create User

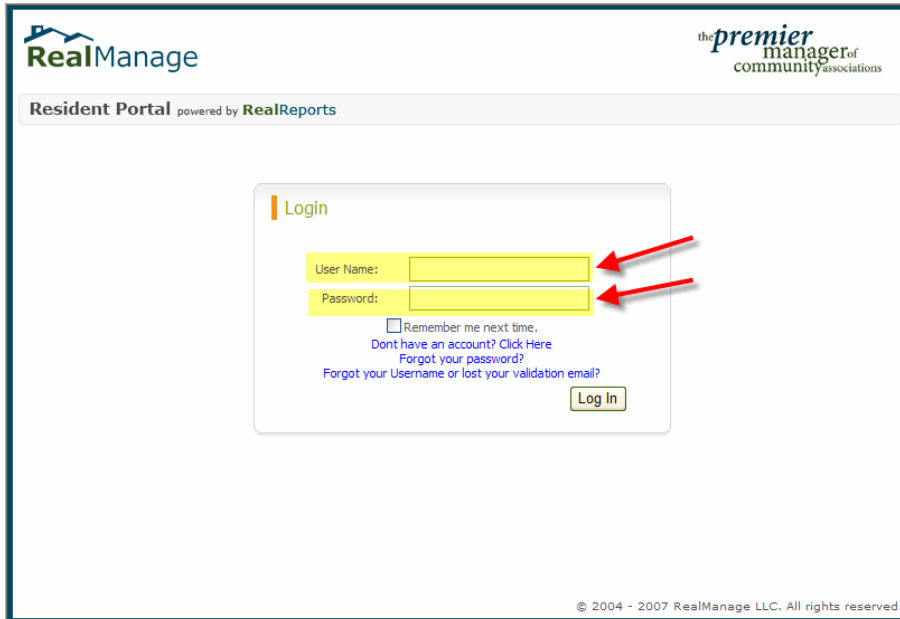
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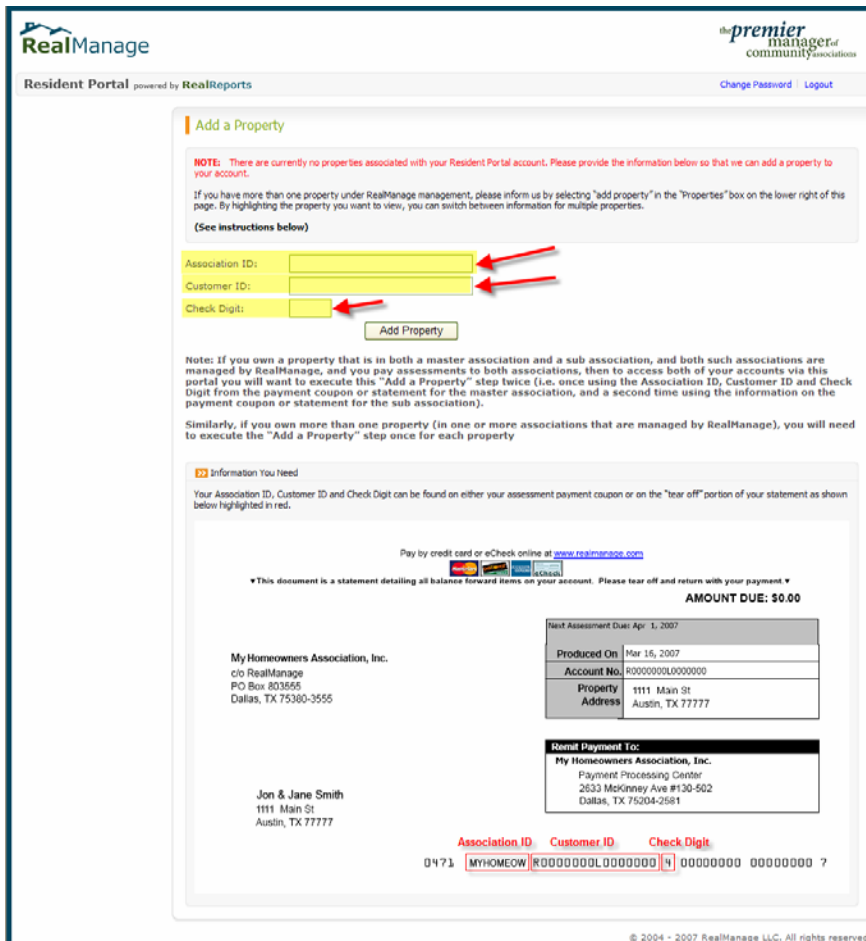
**Step 4:** Go to your email inbox and click on the confirmation link in the email (you may have to check your Junk Mail folder if you use Spam Protection):



**Step 5:** Log in with the User ID and Password you just created in Step 3:



**Step 6:** Add each property you own (including both your Master and Sub-Association if that is the case in your community) following the instructions on the page:



**Step 7:** Select the property for which you would like more information or to pay an assessment (it will appear in a white highlight):

The screenshot displays the RealManage Resident Portal. At the top left is the RealManage logo, and at the top right is the logo for 'the premier manager of community associations'. Below the logos, the page is titled 'Resident Portal powered by RealReports' with links for 'Change Password' and 'Logout'. The main content area is divided into two columns. The left column contains a navigation menu with items like 'Home', 'Account Information', 'View Payment History', 'Make a Payment', 'ACH Signup', 'Board of Directors', 'Directory', 'Documents', 'Restrictions Summary', 'Report a Violation', and 'Online Service Request'. The right column features a 'Home' section with a welcome message and a list of services including 'Owner statements and payment history', 'Assessment rules information', 'Deed restriction summary', 'Deed restriction violation reporting', 'Board member directory', 'Owner directory', 'Contact information updates', 'Directory publishing preferences', 'Electronic document archive', 'Online payments', and 'Online service requests'. Below this is a 'Satisfaction Survey' section with a link to take the survey. At the bottom of the main content area is a 'Resources' section with a link to 'Community Association Living'. On the left side, there is a 'Properties' section with a '+ add property' button and a list of properties. A red arrow points to the second property in the list, which is highlighted in white. The footer of the page contains the copyright notice: '© 2004 - 2007 RealManage LLC. All rights reserved.'