# **Resident Center Guide**

Welcome to the Resident Center! It has been designed specifically to let you easily manage your living experience and and make payments online. We've provided some instructions below to help you get up and running— let's get started!

#### Tour Company (0) Am (2) Home Create a password and sign in Hello, Amy! 55 Beach Roost - 1 Your password will be sent in a welcome email. Your current balance is The email will contain the website, login ID, and \$250.00 Derus temporary password to use when you sign in the Nor our 25 54 first time. Sign in using the Resident sign-in box on Open requests News the right side of the screen. You will be prompted to 82 0 change your password the first time you sign in. w can we help you? E Texting Bu 3 100-000-0000



## 24/7 access from anywhere

The Resident Center is fully mobile responsive and available 24 hours a day so you can make payments, submit requests, or access important documents anytime, anywhere.

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Make payment	

# My account

You can use the "My Account" page to keep your contact information up-to-date and to change your password.

You can also add or edit your emergency contact here.

# **Payments**

The Payments page shows your transaction history - charges, payments, refunds, and more. From here, you can make a one-time payment or set up autopay.

Make a payment online by clicking the "Make Payment" button from the home dashboard or payments page. You have the option to make a one-time payment or set up an automatic payment to process on a regular basis.

	Payments				
	History			Email statement	Current balance
147.4		MEMO	AMOUNT	BALANCE	\$250.00
c Antway		Payment Cash	(\$6,250.00)	\$250.00	Make payment
Owge Line ba	\$41.00	Charge Association fire	\$250.00	\$6,500.00	Set up autopay
Darge Start	81,000.00	Charge Association fee	\$250.00	\$6,250.00	
Change Change Change	546.00	Charge Association fee	\$250.00	\$6,000.00	Account information
Dege Conge	880.00	Charge Association fee	\$250.00	\$5,750.00	00617931 Address 55 Beach Road - 1
Charge	81.002.00	Charge			San Diego, CA 54564 United States
Despe Los los	860.00	Association fee	\$250.00	\$5.500.00	Start date 8/V02

You can schedule the payment for a later date–or to pay immediately. Once you make a payment, it may take a day or two for the charge show up on your bank or credit card statement. If an online payment is refused by your bank, it will reflect on the Payments page automatically.



# < What is your request for? X General Appliances Electrical ₽ HVAC P Q Key and lock Lighting \* R Outside Plumbing

1:38 7

# Requests

The requests page allows you to submit either a maintenance request or general inquiry.

The maintenance request page will allow you to provide the necessary information about your issue in order to get it fixed as soon as possible. Once submitted, you request is saved and available here. You can come back to the request to check on the status. When updateds are made, we'll let you know by email and on this page.



Your Company
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P R A V D C

#### Announcements

You will receive important news and updates which will be posted on the resident site and also sent to your email.

You can log in to the resident site to check for new announcements right on the dashboard.

#### Documents

The Documents section shows all files that have been shared with you.

For example, you might find a scanned copy of your lease, move-in report, and local maps of the area on this page.

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Documents			
28 Contacts	(1) Mite Huller	"rimananos	mikeur, len-Aprin Los
& Community			

## Contacts

The Contacts section helps you find your way in your neighborhood. You will find phone numbers and websites ofr local utilities, municipal services, restaurants, and other useful information here.

Contrary Predicts	(2) About you	(3) Payment
ustomize your p	olicy	
\$12.00 /mo After downpayment	Policy start date 6/29/2019	Purchase paday
	Policy details	
Personal property coverage Decide how much protection you	I need if something happened to your things.	
O \$10,000	O \$20.000	O \$10.000
Event coverage ①		
Fire and smoke     Explosions	<ul> <li>Wind, hall, and lightning</li> <li>Thet</li> </ul>	

#### **Renters Insurance**

Purchase a renters insurance policy and get coverage within seconds directly through the resident site. Protect your belongings for as low as \$12/mo and automatically notify your property manager of your new policy.

Download the Resident Center mobile app today!





