# Portal Overview

An overview of the RealManage Owner/Resident and Management/Board Portals



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Choose the portal you would like to access

**OWNER / RESIDENT PORTAL** 

Access your account, pay assessments, request service and more.

MANAGEMENT / BOARD PORTAL

Manage the business affairs of your community.

#### **CLOSING PORTAL**

Request a statement of account, resale certificate, estoppel and more.

### ATTORNEY PORTAL

Access resources and statements for referred accounts.

#### VENDOR PORTAL

Obtain instructions, submit a question or upload an invoice





# Management / Board Portal

RealManage's Management / Board Portal is a proprietary, cloud-based portal that is an invaluable tool for association clients providing complete visibility into the affairs of your community. The Portal improves the way you view pertinent community information and how you manage it. All of your information is available in real-time 24 hours a day, 7 days a week, for your convenience.

# **Financial Reports**

- Actual vs. budget breakdown
- Benchmarking
- Financial summary
- General ledger report

# **Document Archive**

- Historical violation and collection notices
- Legal documents (DCCRs, Bylaws and Articles of Incorporation)
- Vendor invoices

# **Accounts Payable**

- AP expense detail
- Open AP
- Invoices
- AP ledger
- Vendor aging
- Submit an invoice

# **Task Management Module**

- Add new tasks and assign to responsible party
- Push notifications for the status of projects
- View historical tasks and closed projects

# **Deed Restriction Summary**

- Interactive community map
- Last linspection Log
- Open violations summary

## **Delinquency Logs**

- Aging summary
- A/R ledger
- Delinquency detail

### **ACC Management Module**

- Approve, deny, or add modifications in one location
- Historical view of all closed applications
- Quick access to view open applications

### **Additional Features**

- Call log reports
- Discussion notepads for collaboration
- Resident directory
- Maintenance work orders
- Vendor management
- Insurance
- Calendar
- Information summaries legal, restrictions, community, and enforcement

# Owner / Resident Portal

The Resident Portal is a unique service that enables homeowners to better manage their affairs within their community association through a secure, intuitive, cloudbased reporting portal with real-time access to pertinent community information.

- Owner statements
- Payment history
- Document archive
- Community calendar
- Deed restriction violation summary & reporting
- Board member & owner directory
- Online payments
- Work orders
- Live chat with customer support
- Community announcements





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