

Caliber Portal

Registration and Login Instructions

The portal login page: https://mail-exchange.mgmt-assoc.com/CaliberWeb2_MAA/default.aspx#/

*Welcome to Management and Associates, we
are excited to be serving your association!*

Caliber Portal allows a homeowner and/or an assigned board member online access to important items that are directly connected to our accounting and management system, Caliber Software.

This service provides the homeowner, with an online portal that directly connects you with us.

Services provided are:

- The ability to update profile information such as email addresses, phone numbers, and emergency contact information.
- View account balances and transactions.
- Make online payments with a credit card, debit card, or e-check using PayLease our online payment service.
- Monitor compliance issues related to the homeowner account.
- View and submit maintenance issues related to the account and in the association common areas.

First Time Users: Please register for online access to the portal.

1. To begin the registration process go to www.mgmt-assoc.com and click on "Log in to the Portal".
2. Click on the "Create Login" link underneath the "login" button.
3. Enter your Management and Associates account number.
**The account number can be found on the top of your Management and Associates payment coupon.*

iatio	Coupon # 0001	Account Number 1086920015	Date Due 1/1/2016	Amount Due \$525.00
Make check payable to: Example Association		Example Association c/o Management & Associates PO Box 30450 Tampa, FL 33630-3450		
NAME 123 SOMEWHERE LN PARADISE, FL 34567				
12340107107404001200000525004				

*If you do not have your account number please call Management and Associates and someone can assist you.

813-433-2000

4. Enter your email address.
5. Click "Submit Registration".

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6. Caliber may ask you to enter your property address
 - Please enter your address exactly as it appears on your payment coupon.
 - If you do not have a unit #, please leave this field blank.
7. Click “Submit Registration”

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number	<input type="text" value="100110030"/>
Email	<input type="text" value="horton14@xmail.com"/>
There was an issue locating your account, please enter your unit address below and resubmit. ↔	
Address	<input type="text" value="Address"/>
Unit	<input type="text" value="Unit #"/>

8. If there are multiple owners listed, you must select your name.
9. Once the registration is submitted, an email will be sent to you from “Caliber Software”.
**This email may be automatically directly to your “Spam” or “Junk” folder.*
10. Follow the instructions provided in the email to create a username and password.
11. Once you have created your username and password you will be directed to the portal.

For additional assistance please contact Tara Martinez with Management and Associates at tmartinez@mgmt-assoc.com or by phone at 813-431-1530.