# Caliber Portal Registration and Login Instructions

The portal login page: <a href="https://mail-exchange.mgmt-assoc.com/CaliberWeb2\_MAA/default.aspx#/">https://mail-exchange.mgmt-assoc.com/CaliberWeb2\_MAA/default.aspx#/</a>

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.

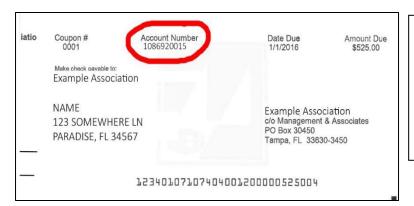
#### Services provided are:

- 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 <a href="www.mgmt-assoc.com">www.mgmt-assoc.com</a> 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 A
  - \*The account number can be found on the top of your Management and Associates payment coupon.



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

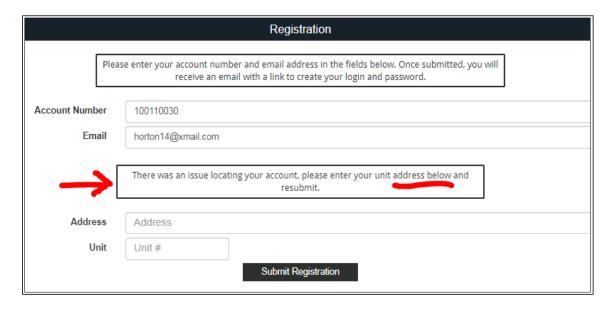
813-433-2000

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

## Caliber Portal

### **Registration and Login Instructions**

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



- 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.