HOMEOWNER PORTAL LOGIN INFORMATION

Open your internet browser and go to <u>portal.sregtn.com</u>, then click on Login in the upper right hand corner.

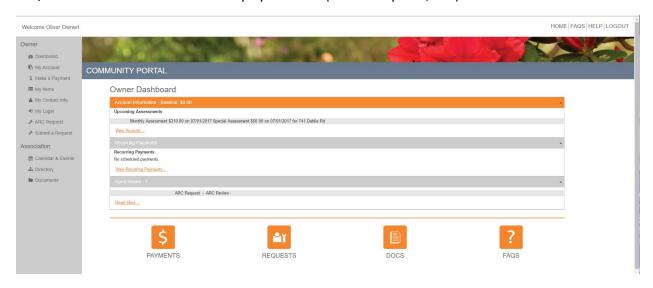
Another route is to go to the main website, <u>www.sregtn.com</u>, go to <u>HOA Members</u> and click on <u>Portal Login</u>.



Enter the Email and Password sent with this correspondence.



You will log into the "Dashboard" which gives you an overview of your upcoming Maintenance Fees and/or Assessments or if there are any Open Issues (service requests, etc.).



Dashboard: This menu takes you back to the original screen.

My Account: This menu will show you your payment history

My Items: This menu will show you the status of any inquiries or service requests you have

made through the "Other Request" menu (see below).

My Contact Info: This menu will allow you to verify your contact information as well as indicate how

you would like our office to communicate with you (i.e. via E-Mail, text, or paper).

My Login: This menu allows you to change your password to the homeowner portal.

Submit A Request: This menu gives you ways to communicate with us electronically. Options include

Billing Question, General Question, and Service/Maintenance Request. These

requests will be routed to the appropriate person to assist.

Calendar & Events: This menu will show you your community calendar, including amenity

center/clubhouse reservations if applicable.

Directory: This menu will give you a directory of your association's Directors and Committee

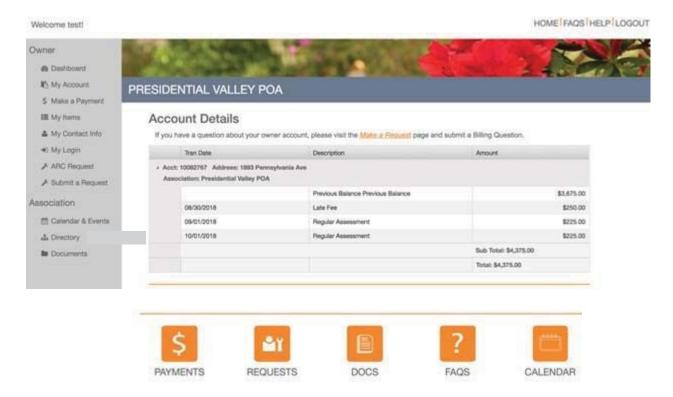
Members (if applicable).

Documents: This menu is where you will find your community's governing documents, including

Rules and Regulations, financials, and Welcome Packet.

My Account Page

The "My Account" page shows a transaction history for the owner's account. If the homeowner has multiple properties, the transaction histories for all properties will be listed here. The Account Number is also listed here. Please include the letters.

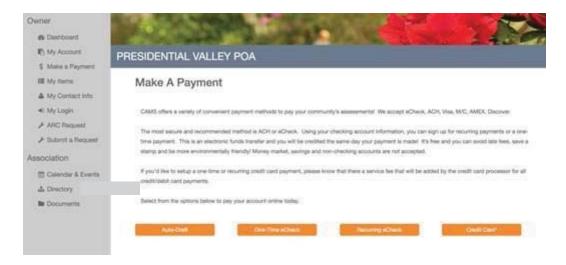


ONLINE PAYMENT PORTAL INFORMATION

Click on "Make a Payment" on the left menu or click the "Payments" button on the bottom of the page.



Make a Payment Page



On this page, owners have a variety of online payment options to choose from.

One-Time eCheck:

eChecks are a free payment option for homeowners. They will just need to enter in the checking or savings account number, routing number, and payment amount before submitting the payment. The payment amount will default to the balance due but can be edited by clicking and editing the Payment Amount field.

eCheck Payment

Our one-time eCheck payment option is completely free and will be reflected on your account ledger the same business day. By completing the eCheck form below and clicking "Make Payment", you are authorizing CAMS to process a one-time eCheck payment using the bank account and routing number that you provide. Please be advised that this transaction can take up to 2-3 business days to be reflected on your personal bank statement. We are unable to process money market, savings and non-checking accounts at this time.

You can make a payment of any amount, regardless of your balance due. If you would like to pay an amount other than the total listed in the "Payment Amount" field below, you can click on the number in the "Payment Amount" field to edit the amount you would like to pay.

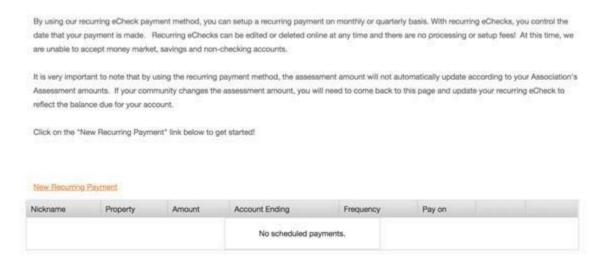


Payment Total: \$4,375.00

Recurring eCheck:

By using this payment option, owners can choose the date which they would like to automatically pay their assessments each month. If any changes are made by the association to the monthly assessment amounts, homeowners will have to <u>manually</u> edit the amount they wish to pay.

All Recurring ECheck Payments



To enroll, the homeowner will click on "New Recurring Payment" to navigate to the following page where they can enter all the required information:

Schedule Information



Payment Information



Instructions:

Please fill out your information in the form below to make a payment. Only use a valid checking account. We cannot accept a money market, savings and non-checking accounts.

You have the option of scheduling a monthly or quarterly payment.

Please be sure to select the correct property to apply the payment to before clicking the "Make Payment" button.

"PLEASE NOTE: Recurring eCheck payments must be configured at least ONE full business day in advance. If payment is set up the same day, it will not process until the following billing cycle. Please make a one-time eCheck payment for same day payments.



Credit Card Payments:

Homeowners can make payment by a credit or debit card. Third party payment processors do charge a fee for this option.

Credit/ Debit Card Payments

For credit/ debit card payment processing, CAMS uses Paylease, one of the most widely recognized and trusted payment processors in the property management industry. By clicking on the "Make Payment" link below, you will be directed to Paylease.com, where you can make payments that will be applied directly to your Association's account. Please be advised that Paylease does charge a processing fee for this service.

