



Owner Portal Guide

The Owner Portal is a special area of Folio Association Managements web site that is designed to provide you with real-time information regarding your rental properties. The Owner Portal allows you to:

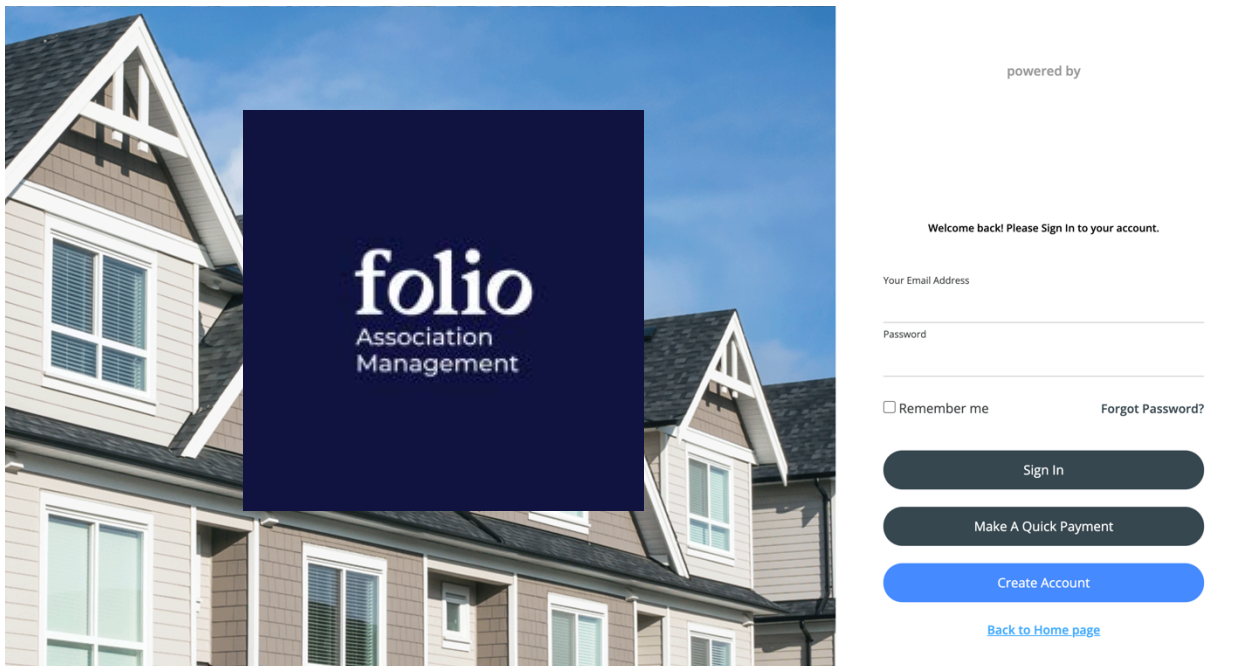
- View your statements and reports online.
- Communicate with the management team.
 - View alerts for unpaid bills.
 - Approve or reject work orders.
 - Update contact information.
- Add a payment profile for electronic debits and credits.

Welcome to your community!

We congratulate you on successfully purchasing your new property and have created this template to assist you in setting up your access to the portal with Folio Association Management. Please utilize www.myfolioaccount.com for community news, to make payments, and even to contact us for any questions or concerns regarding your community.

The Following steps will help you register online:

- 1) To start, we're going to register for your account by clicking the link below. You should arrive at the landing page



The image shows a screenshot of the Folio Association Management landing page. On the left, there is a large image of a modern house with a dark roof and light-colored siding. Overlaid on this image is a dark blue square containing the 'folio' logo in white, with 'Association Management' written below it. To the right of the image, the page layout includes a 'powered by' logo at the top, followed by a welcome message: 'Welcome back! Please Sign In to your account.' Below this are input fields for 'Your Email Address' and 'Password'. There are checkboxes for 'Remember me' and a link for 'Forgot Password?'. At the bottom, there are three buttons: 'Sign In' (dark blue), 'Make A Quick Payment' (dark blue), and 'Create Account' (blue). A link for 'Back to Home page' is also present at the bottom.

powered by

Welcome back! Please Sign In to your account.

Your Email Address

Password

☐ Remember me [Forgot Password?](#)

[Sign In](#)

[Make A Quick Payment](#)

[Create Account](#)

[Back to Home page](#)

- 2) Then, click the Blue button at the bottom of this page where it says, “Create Account”.



powered by

Welcome back! Please Sign In to your account.

Your Email Address

Password

☐ Remember me [Forgot Password?](#)

[Sign In](#)

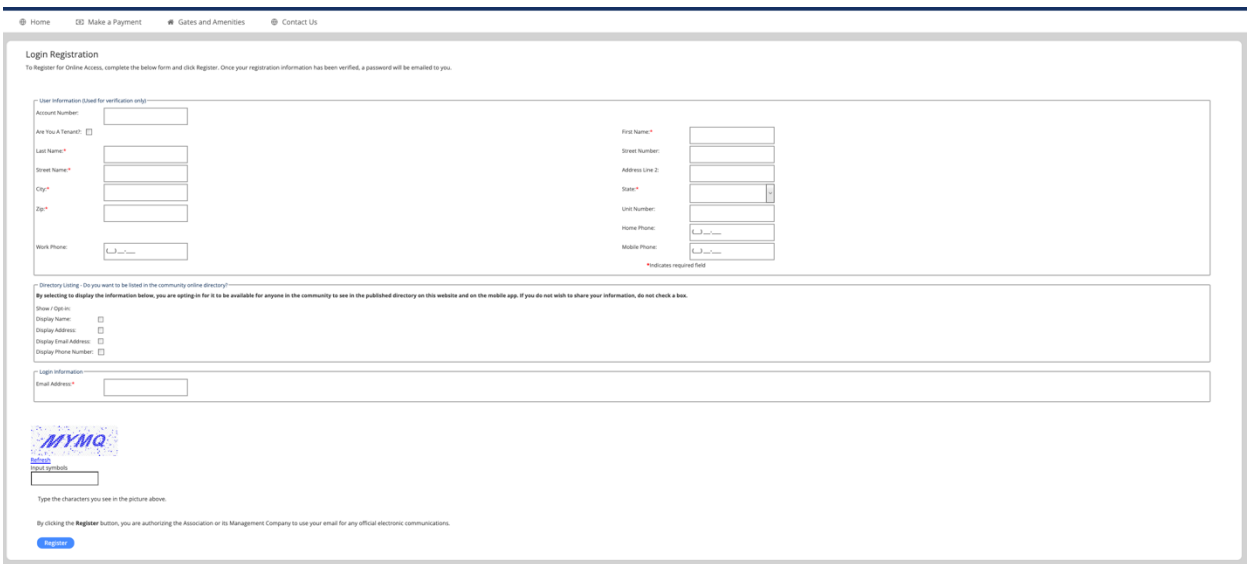
[Make A Quick Payment](#)

[Create Account](#)

[Back to Home page](#)

If you lose or forget your password, click the Forgot Your Password? link to request a new password. You need to provide your first and last names and email address. Enter the same email address that your property manager has on file for you.

- 3) After clicking the link in the previous step, you will arrive at the page below where you will enter all of the required information. Once you've entered in all of your information, please click the blue register button at the bottom of the page.



Home Make a Payment Gates and Amenities Contact Us

Login Registration
To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number:

Are You A Tenant? ☐

Last Name:

Street Name:

City:

Zip:

Work Phone:

First Name:

Street Number:

Address Line 2:

State:

Unit Number:

Home Phone:

Mobile Phone:

*Indicates required field

Directory Listing (Do you want to be listed in the community online directory?)
By selecting to display the information below, you are opting in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

Display Name: ☐

Display Address: ☐

Display Email Address: ☐

Display Phone Number: ☐

Login Information

Email Address:

MYMQ
By clicking the Register button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

[Register](#)

- 4) The system will store your account information. Your account just needs to be reviewed and authorized for portal access. Between 1-3 business days, the system will send a password to the email registered.

Registration Result

Your registration information has been received and is awaiting approval. You will receive an email at the email address you registered with once your registration information is approved.

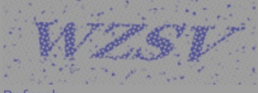
☐

Display Phone Number:

☐

Login Information

Email Address:*



[Refresh](#)

Input symbols

WZSV

Type the characters you see in the picture above.

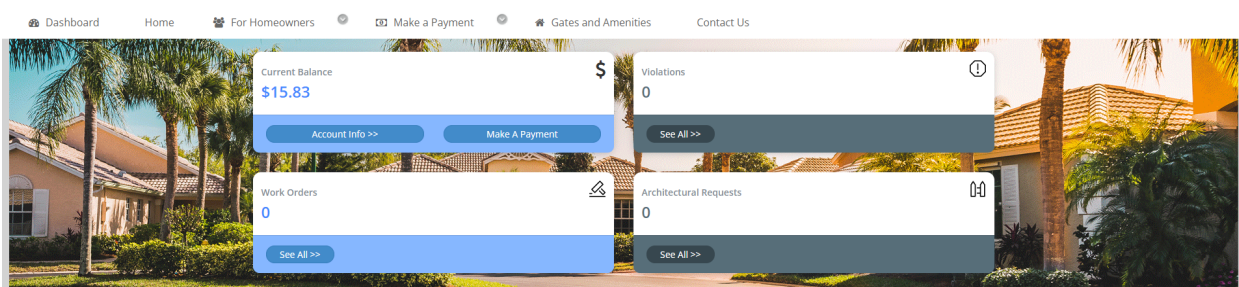
By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

Owner Portal Navigation Tabs

The Owner Portal has navigation tabs. Click a tab to select it. The following tabs are available for viewing: Dashboard, Home, For Homeowners, Make a Payment, Gates and Amenities, Contact Us.

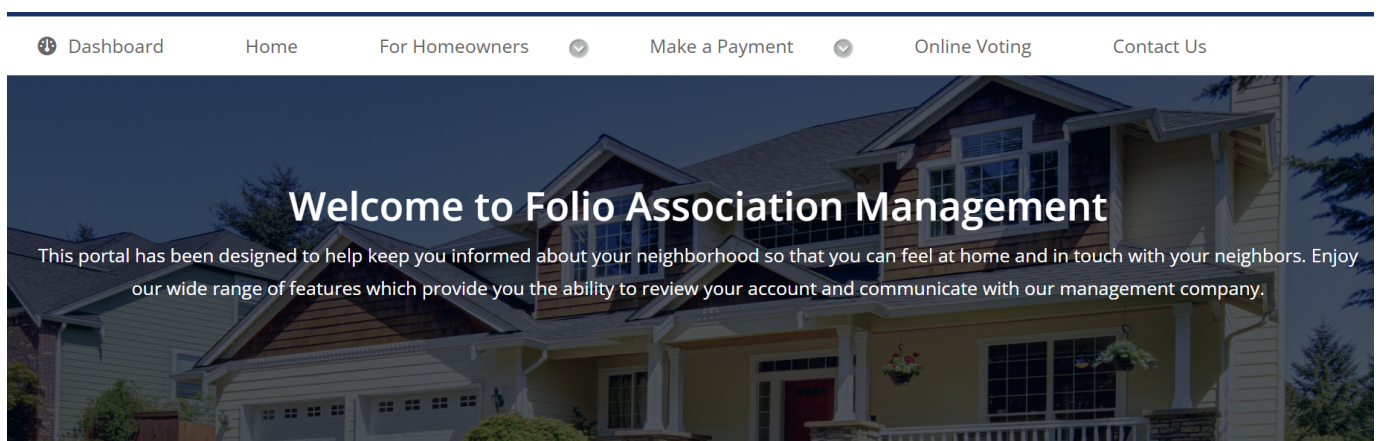
Dashboard

Upon logging in, the My Dashboard page will be your landing page. Use the My Dashboard page to view financial information and KPI's related to your properties as of today's date. At the top you will see your Previous Balance, Income, Expense, Ending Balance, any Management Fees collected, and your available Balance.



Home

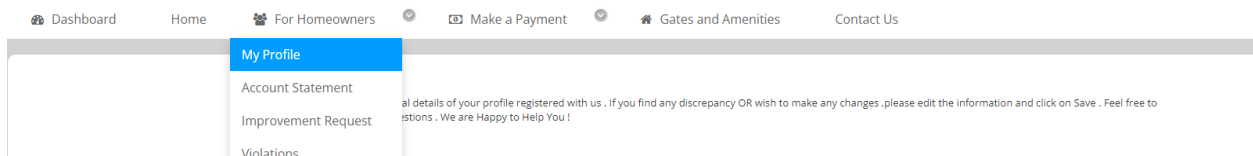
This is the home page where you can receive community news to stay updated and know more about your neighborhood and community. You can also view the calendar of events which displays activities specific to your community.



For Homeowners

My Profile

My profile is the first tab under “For Homeowners”. If you have any personal details of your profile that you would like to update you can do that here. Your account number and information is found on this page.



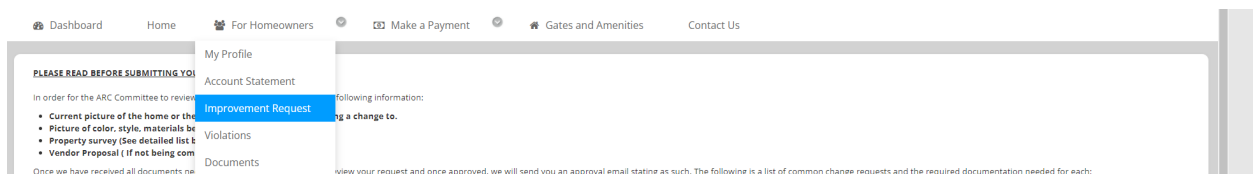
Account Statement

This page provides an account information screen that displays a list of Account activity, Charges, Payments, and Current Balances.



Improvement Request

Here you can request changes to your property. Please review this page prior to submitting your request. There are requirements that must be met prior to submitting to the board. Once we have received all of the documents needed the committee or board will review your request and once approved, we will send you an approval email stating as such. The following is a list of common change requests and required documentation needed for each. To the bottom of the page, you can add your requests.



ACC requests are submitted by clicking Add ACC Request and filling out this form. Once the required information is completed, please click the submit button below.

ACC REQUESTS

A list of previously submitted ACC/AME Requests are displayed below for your review. To create a new ACC/AME Request, click the "Add ACC Request" link, enter the required fields, and click "Submit" to submit your request.

Add ACC Request

Application for Property Improvement

Association

Date

Owner Name

Account Number

Zip

Address

Home Phone

Work Phone

Cell Phone

Email Address

Estimated Start Date *

Estimated Completion Date *

ACC Type

Other ACC Type

Detailed description of work to be performed (Please describe in detail the work being performed, include any relevant measurements or notes.) *

Material used (Please include the type of materials being used including all applicable make, model and manufacturer.) *

Paint Scheme or Paint Colors of application

Single Color (Note: Select Description is necessary if applying)

Property Survey (Select up showing where your change is going)

Exterior photo of your home

Photo of area or location of proposed change

Drawing or design plans

Vendor Proposal

Previous or other required documentation

Required Supporting Documents & Attachments for Property Survey, designs, layouts, paint colors, etc. *** This field is required ***

Attachments *

Upload File

No File chosen

WARNING: Only attachments under 10 megabyte files have been uploaded

Owner Acknowledgment

I, the undersigned, agree to the terms and conditions of the ACC/AME Request and agree to the terms and conditions of the ACC/AME Request and agree to the terms and conditions of the ACC/AME Request.

I, the undersigned, agree to the terms and conditions of the ACC/AME Request and agree to the terms and conditions of the ACC/AME Request.

I, the undersigned, agree to the terms and conditions of the ACC/AME Request and agree to the terms and conditions of the ACC/AME Request.

Submit

Cancel

My Violations

This is the page for the violations that you have received your source to manage the notifications. Please review your violations and address them with us at your earliest convenience.

Dashboard

Home

For Homeowners

Make a Payment

Gates and Amenities

Contact Us

My Violations

My Profile

Account Statement

Improvement Request

Violations

Documents

Work Orders

Date	Status		
1/24/2022	Open	Details	Add Comment

To view further information pertaining your violation. You can click details to get a detailed explanation here:

Details

The violation detail will provide the homeowner with a breakdown of the violation:

Violation Detail

Violation Notes :

Date	Note Type	Note
01/24/2022	Note	Level Stage 1 Violation created by Dewitt Delancy. General 01/24/2022 Unightly Please remove furniture from trash it is not permitted in that section. Level: Stage 1
01/24/2022	Letter	
01/24/2022	Letter	

Violation Attachments :

Date Created	File Name	File Size
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Inside of the violation detail window you can add a comment. This option is also available under my violations as well as the option to add an attachment as you can see here:

My Violations

Date	Description	Status		
1/24/2022	Unsignity - General	Open	Details	Add Comment

Please allow 3-5 business days for the association to review your comments and attachments to make changes to your account.

Documents

Finding your community documents has never been easier. These documents are made readily available to every member of the community through the portal. Please

Dashboard
Home
For Homeowners
Make a Payment
Gates and Amenities
Contact Us

My Profile
Account Statement
Improvement Request
Violations
Documents
Work Orders
Calendar
Directory

Library

specific Documents, select a category from the list below, and click on the Document Title to download the file. Documents are often formatted in Adobe PDF and open automatically if you have Adobe Reader.

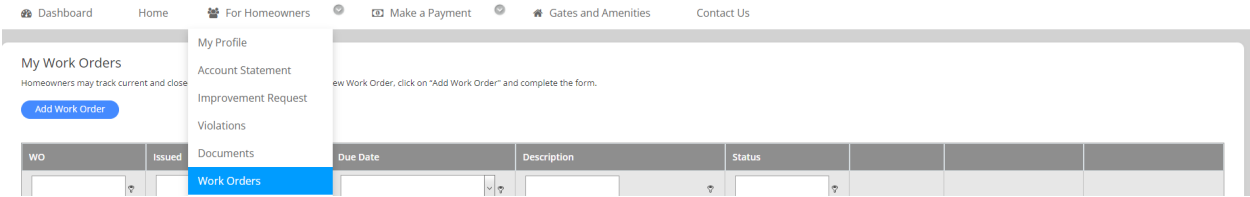
Filter by:

Refresh

Name	Date	Size
OWNER FINANCIAL REPORT - JULY 2021	8/20/2021	147 KB
OWNER FINANCIAL REPORT - APRIL 2021	8/30/2021	154 KB
OWNER FINANCIAL REPORT - MAY 2021	8/30/2021	154 KB
OWNER FINANCIAL REPORT - JUNE 2021	8/30/2021	154 KB
OWNER FINANCIAL REPORT - AUGUST 2021	10/1/2021	153 KB
OWNER FINANCIAL REPORT - SEPTEMBER 2021	11/1/2021	153 KB
OWNER FINANCIAL REPORT - OCTOBER 2021	12/3/2021	153 KB
OWNER FINANCIAL REPORT - NOVEMBER 2021	1/18/2022	150 KB

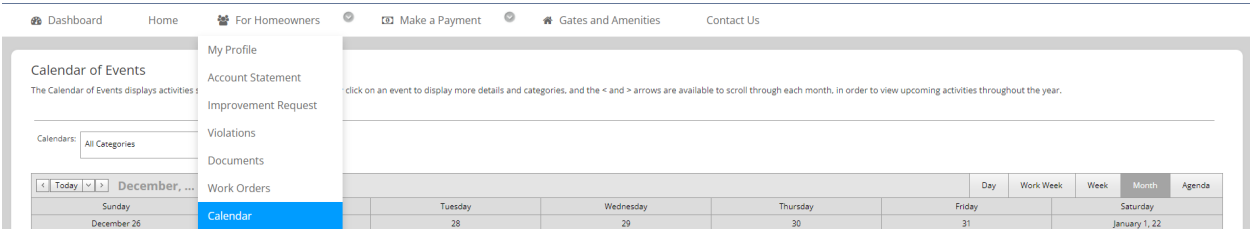
Work Orders

Keep track of your work orders. Every work order is to be addressed immediately by our offices.



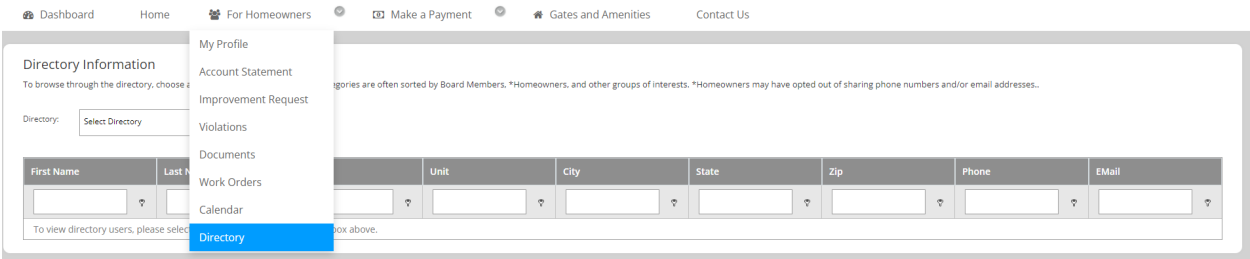
Calendar

The calendar is where you will see our community updates including board meetings, inspections and more. Please review to stay up to date with upcoming activities throughout the year.



Directory

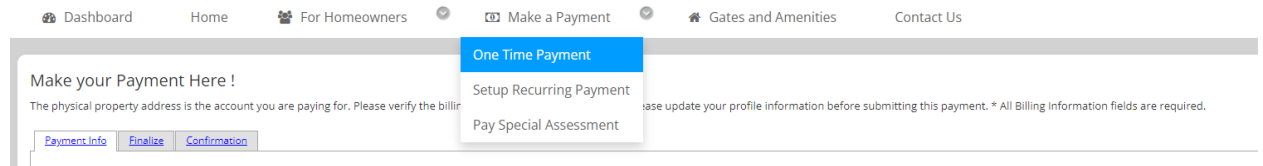
This allows our members to browse through the directory of homeowners and other groups of interests as the board members and such. *Note* Homeowners may have opted out of sharing phone numbers and/ or email addresses.



Make A Payment

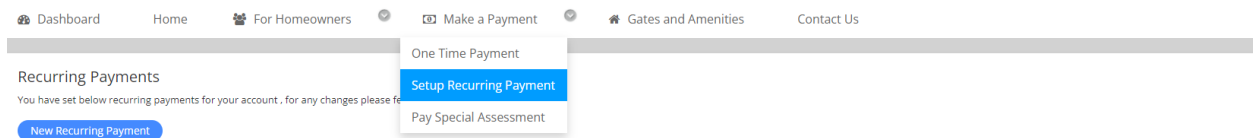
One Time Payment

Make your payment here. In this section of the portal, you will be able to enter your payment information to make a payment toward your assessments with eCheck, or credit card. Once payment is made the system will generate a confirmation



Setup Recurring Payment

Here you can opt to add recurring payments on your account through the portal. To ensure that your monthly assessments are taken care of ahead of time. Please feel free to contact us to make any changes.



Gates and Amenities

