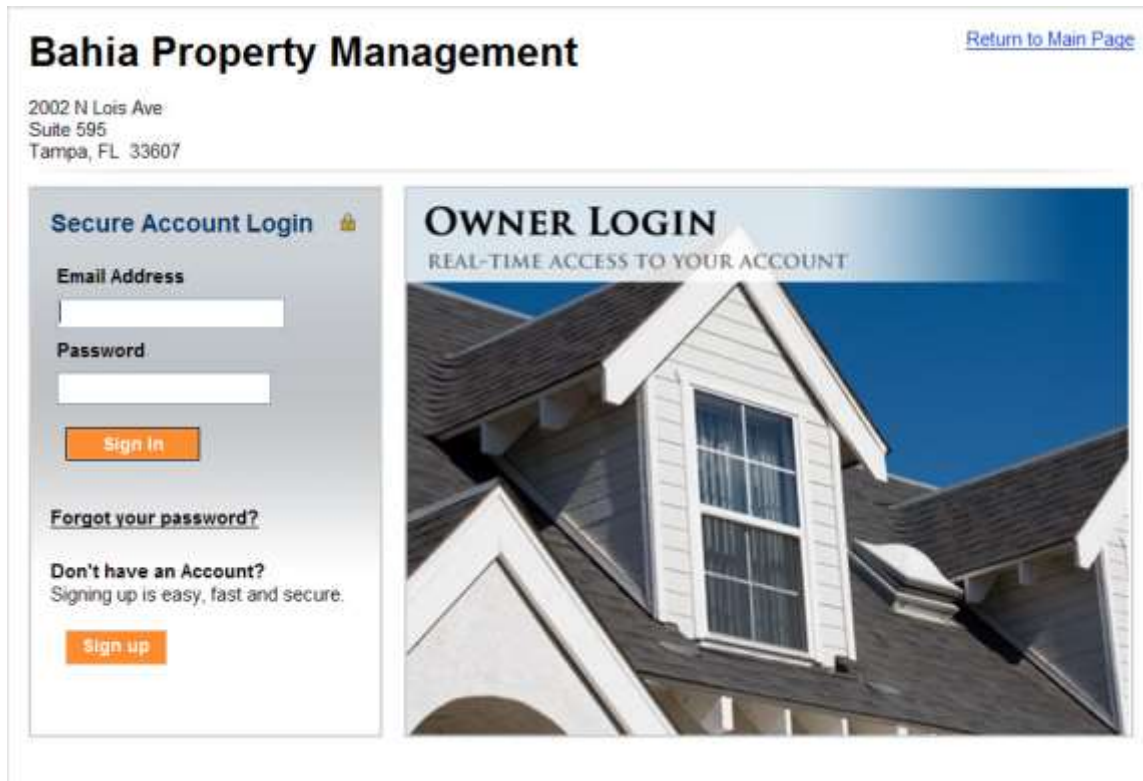


# A. Portal para los propietarios – Como ingresar al portal


1) Ir a la siguiente pagina web:

<https://www.propertyware.com/pw/portals/bahiapropertymanagement/owner.action>



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**Secure Account Login** 

Email Address

Password

**Sign in**

[Forgot your password?](#)

**Don't have an Account?**  
Signing up is easy, fast and secure.

**Sign up**

**OWNER LOGIN**  
REAL-TIME ACCESS TO YOUR ACCOUNT



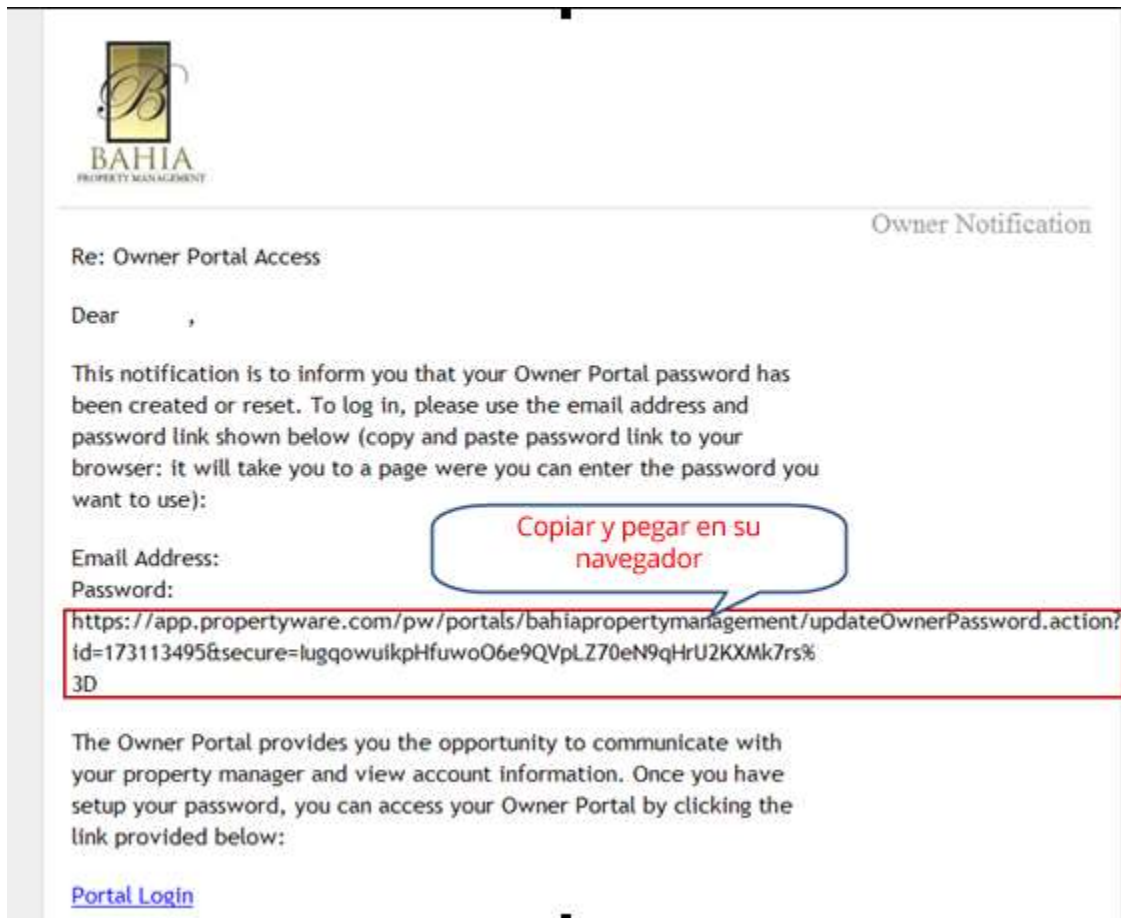
2) Dar Clic en “Sign Up”

3) Ingrese toda la información y haga clic en “Submit”

4) Su gerente de propiedad recibira su informacion y le enviara el acceso a su correo electronico.

***Si en el futuro se le olvida su contraseña, haga clic en “Forgot you password?” y se le enviara un correo electronico con acceso a cambiar su contraseña.***

5) Usted recibira un correo parecido al siguiente:



En el correo que recibas, favor copiar el texto que se encuentra despues de la palabra **Password** (ver la imagen en esta pagina) y pegarlo en su navegador (ver la image en la pagina siguiente).



Despues que le des a enter, llegaras a la pagina donde puedes crear tu contraseña para utilizar cada vez que quieras ingresar a tu portal. La pagina se vera de la siguiente manera:

**Update Password**

Submit a new password

New Password

Confirm Password

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## B. Para recibir deposito directo

1) Entrar al portal de propietario a través del siguiente enlace:

<https://www.propertyware.com/pw/portals/bahiapropertymanagement/owner.action>


2) En **My Account**, vaya a **“My Contact Information”** y luego haga clic en **“View Detail”**


### Bahia Property Management

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My Account | Statements | Reports | Bills | Documents

 **Welcome Raul Aleman!**

 [Set My Photo](#)

#### Community Message

Dear Owners:

Your expense invoices are now on your portal. To view any expenses posted to your property go to your portal click on "BILLS" then the list of bills is there. If you wish to view or print your invoice click "choose" then "view detail" then "view invoice", you can then print a copy of the invoice for your records. Previous invoice before July must be requested.

Please join us in the effort to go GREEN.

Effective February 1, 2011 we will no longer be mailing our owner statements in an effort to go green please check your "owner portal" account for your monthly statement.

If you have not signed up for direct deposit yet please do so it is a secure website and its free to use there is no charge to our wonderful owners! Also please note the epay system takes 48 hours to post to your bank. Epay direct deposit is much faster than waiting for the mail to deliver your rent check.

Year end tax information: We have mailed out your 1099 statement today and I have also posted a year end breakdown of income and expenses for tax purposes located on your portal under "reports".

Warmest regards,  
Jackie Frey, Property Manager  
Bahia Property Management

#### My Alerts

You Have **1** Unpaid Bill(s)

#### My Contact Information

Home Phone  
Work Phone

[View Detail](#) | [Edit](#) | [Change Email/Password](#)

**Dar clic aqui, en  
“View Details”**

[View Detail](#)

### 3) Haga clic en [Edit Payment Account](#)

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My Account | Statements | Reports | Bills | Documents


Home > View Contact Info

[Edit](#) | [Edit Payment Account](#) | [Change Email and Password](#)

**Contact Information**

First Name	Raul
Last Name	Aleman
Email	
Company	
Address	
Address 2	
City	Orlando
State/Province	FL
Zip/Postal Code	
Country	
Home Phone	
Work Phone	
Mobile Phone	
Draw Payment Method	E-Check

**Payment Account**





4) Elija “E-Check”. Complete la información requerida y luego clic en “Save”.

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My Account | Statements | Reports | Bills | Documents

Home > Edit Payment Information

**Save** **Cancel**

**Edit Payment Information**

**Payment Method**

None  **ACH E-Check**  Same as Contact

**Recuerdese de elegir “E-check”**

Please enter your bank account information exactly as it appears on your check. ACH payments submitted without accurate routing and account numbers will not be processed and subject to a non-sufficient funds fee.

**Bank Name** Bank of America

**Account Type** Checking

**Routing Number** XXXXX

**Account Number**

**Billing Address**

**Address 2**

**City** Orlando

**State/Province** FL

**Zip/Postal Code**

**Billing Email**

**SSN/SIN**

**Drivers License #** XXXXXXXXXXXXX

**Drivers License State/Province** FL

**Para mayor proteccion solo los últimos numeros de su cuenta serán visibles**

**Save** **Cancel**

\*\*\*No necesitas entrar ni el SSN ni su numero de licencia o identificacion. Solo tienes que entrar la informacion en las casillas que tienen la rallita vertical roja.

# C. Para enviarnos fondos para reparaciones u otras deudas:

## 1) Entrar al portal a través del siguiente enlace:

<https://www.propertyware.com/pw/portals/bahiapropertymanagement/owner.action>

## 2) Haga clic en “Statements”

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My Account | **Statements** | Reports | Bills | Documents

Welcome back! Aleman!  
**Click on Statements**

[Set My Photo](#)

### Community Message

Dear Owners:

Your expense invoices are now on your portal. To view any expenses posted to your property go to your portal click on "BILLS" then the list of bills is there. If you wish to view or print your invoice click "choose" then "view detail" then "view invoice", you can then print a copy of the invoice for your records. Previous invoice before July must be requested.

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Effective February 1, 2011 we will no longer be mailing our owner statements in an effort to go green please check your "owner portal" account for your monthly statement.

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Warmest regards,  
Jackie Frey, Property Manager  
Bahia Property Management

### My Alerts

You Have **1** Unpaid Bill(s)

### My Contact Information

[View Detail](#) | [Edit](#) | [Change Email/Password](#)

**Home Phone**  
**Work Phone**

### 3) Haga clic en “Make Contribution Online”

## Bahia Property Management

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My Account

Statements

Reports

Bills

Documents



#### YOUR STATEMENTS

Portfolio

Period

**Haga clic aqui**

Statements From: Display All



[Make Contribution Online >>](#)

Portfolio	Statement Period		
ALEMAN,RAUL	03/01/2012 - 03/31/2012	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	02/01/2012 - 02/29/2012	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	01/01/2012 - 01/31/2012	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	01/01/2012 - 01/31/2012	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	12/01/2011 - 12/31/2011	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	12/01/2011 - 12/10/2011	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	11/01/2011 - 11/30/2011	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	10/01/2011 - 10/31/2011	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	09/01/2011 - 09/30/2011	<a href="#">Download</a>	<a href="#">View Bills</a>
ALEMAN,RAUL	08/01/2011 - 08/31/2011	<a href="#">Download</a>	<a href="#">View Bills</a>



4) Entrar la cantidad que desea enviarnos, Puede entrar algun comentario si desea en la casilla al lado de la palabra “comment” y haga clic en “Save”.

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My Account | Statements | Reports | Bills | Documents

**Statements > New Contribution**

**New Contribution**

Portfolio: Aleman, Raul

Amount: \$0.00

Comments:

**Payment Account**

Payment Method: E-Check  
Bank Name: Bank of America  
Account Type: Checking

Please take into consideration that the settlement of your payment will take 3 to 4 business days. In months where the payments date is a weekend or holiday, your payment will be initiated the next business day. To avoid a non-sufficient funds fee, please be sure that your bank account has the sufficient funds to cover your payment.

