

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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2002 N Lois Ave
Suite 595
Tampa, FL 33607

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



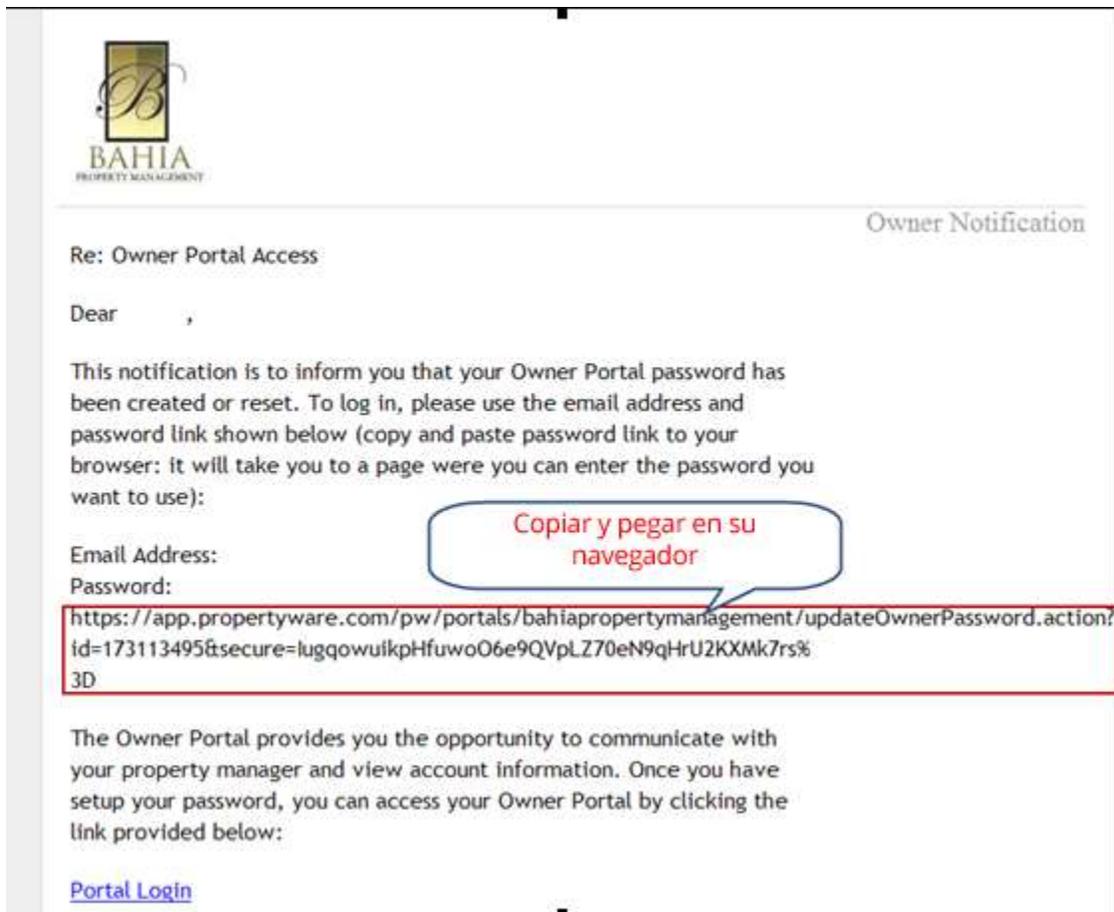
2) Dar Clic en “Sign Up”

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:

A screenshot of a web form titled "Update Password". The form has a light blue header with the text "Submit a new password". Below this are two input fields: "New Password" and "Confirm Password". At the bottom of the form are two buttons: "Submit" and "Cancel". Below the form is the Propertyware logo, which includes the text "Powered by: Propertyware A RealPage Company". At the very bottom, there is a copyright notice: "Copyright © Propertyware™ 2003-2013. All rights reserved. Terms of Use | Privacy Policy".

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”**

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2002 N Lois Ave
Suite 595
Tampa, FL 33607

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

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

Home Phone
Work Phone

**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

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

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Routing Number Account Number Check Number

SSN/SIN

Drivers License # XXXXXXXXXXXXXXXX

Drivers License State/Province FL

Billing Address

Address 2

City Orlando

State/Province FL

Zip/Postal Code

Billing Email

Save Cancel

Recuerdese de elegir “E-check”

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

***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:

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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	Download	View Bills
ALEMAN,RAUL	02/01/2012 - 02/29/2012	Download	View Bills
ALEMAN,RAUL	01/01/2012 - 01/31/2012	Download	View Bills
ALEMAN,RAUL	01/01/2012 - 01/31/2012	Download	View Bills
ALEMAN,RAUL	12/01/2011 - 12/31/2011	Download	View Bills
ALEMAN,RAUL	12/01/2011 - 12/10/2011	Download	View Bills
ALEMAN,RAUL	11/01/2011 - 11/30/2011	Download	View Bills
ALEMAN,RAUL	10/01/2011 - 10/31/2011	Download	View Bills
ALEMAN,RAUL	09/01/2011 - 09/30/2011	Download	View Bills
ALEMAN,RAUL	08/01/2011 - 08/31/2011	Download	View Bills

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.

