

A. Owner Portal – Signing Up for Login Account

1) Go to

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

Bahia Property Management

[Return to Main Page](#)

2002 N Lois Ave
Suite 595
Tampa, FL 33607

Secure Account Login

Email Address

Password

Forgot your password?

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

OWNER LOGIN

REAL-TIME ACCESS TO YOUR ACCOUNT



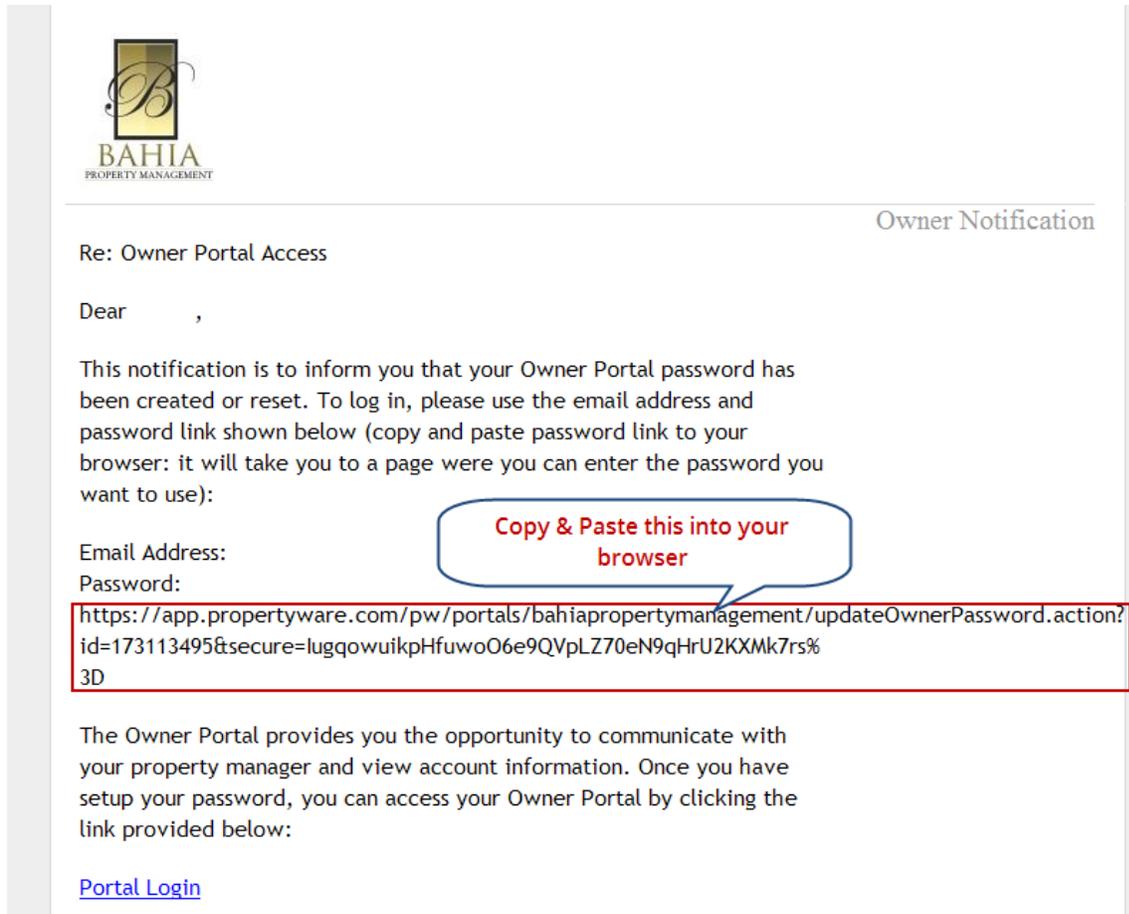
2) Click “Sign Up”

3) Enter all information and click “Submit”

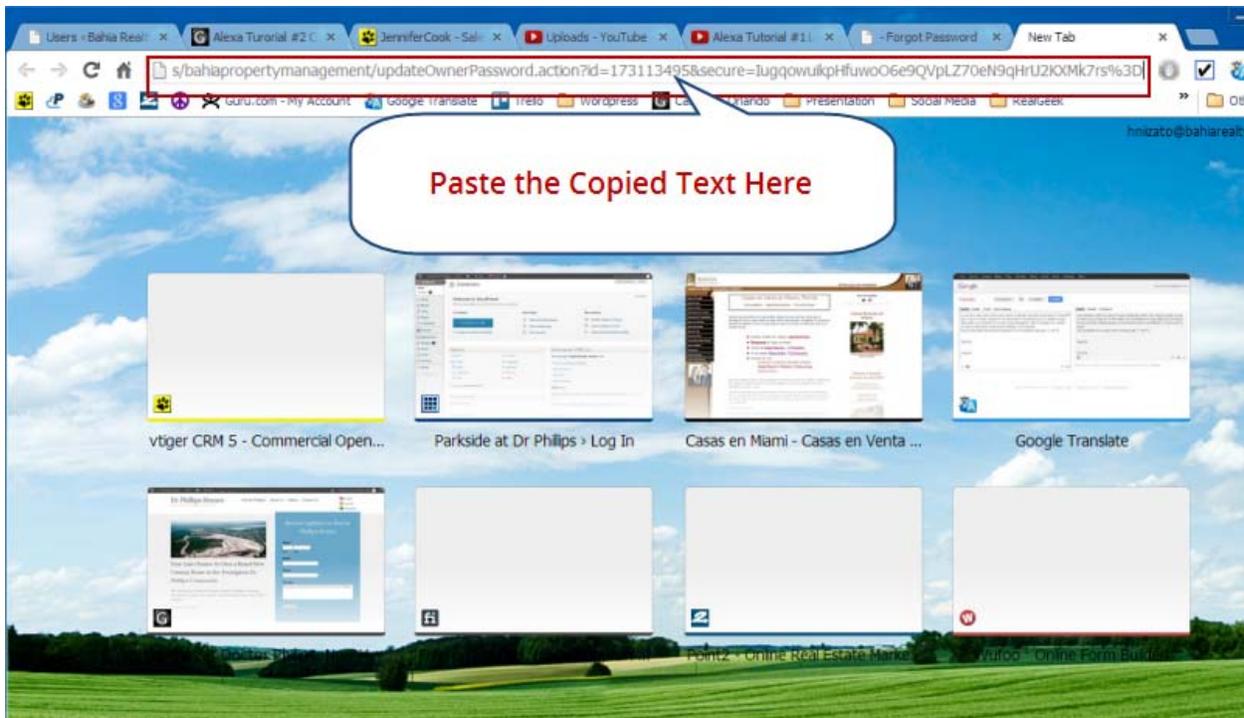
4) The Property Manager will send you your login information.

If in the future you forget your password, click on the “Forgot your password?” link and you’ll be provided a temporary password in order to reset your password.

5) You will receive an email that looks like this:



In the email you receive, Copy and Paste the text in the Password section (see image above) into your browser's address bar (see below):



You'll be taken to the Password Reset Screen (See image below)

Update Password

Submit a new password

New Password

Confirm Password

Submit

Cancel

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B. Signing Up for Direct Deposit

1) Login to owner portal through the link below

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

2) Under **My Account** tab, scroll down to “My Contact Information” and then click “**View Detail**”

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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

Home Phone
Work Phone

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



3) Click on **Edit Payment Account**

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Tampa, FL 33607

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) Choose “E-Check”. Complete all information and click “Save”. Your information will be confidential – Bahia Property Management will not be able to see them.

Bahia Property Management

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My Account | Statements | Reports | Bills | Documents

Home > Edit Payment Information

Edit Payment Information

Payment Method Be Sure to Choose "E-Check"

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 be not be processed and subject to a non-sufficient funds fee.

Bank Name	<input type="text" value="Bank of America"/>	Billing Address	<input type="text"/>
Account Type	<input type="text" value="Checking"/>	Address 2	<input type="text"/>
Routing Number	<input type="text" value="XXXX"/>	City	<input type="text" value="Orlando"/>
Account Number	<input type="text"/>	State/Province	<input type="text" value="FL"/>
		Zip/Postal Code	<input type="text"/>
		Billing Email	<input type="text"/>

Bank Account Information: ⑆000067694⑆ ⑆2346789⑆ ⑆00⑆

Routing Number Account Number Check Number

SSN/SIN

Drivers License #

Drivers License State/Province

Your information will not be visible to Bahia Property Management

C. Making Owner Contribution

1) Login to owner portal through the link below

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

2) Choose “Statements”

Bahia Property Management

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

Welcome **Faúl Aleman!**
Click on Statements

[Set My Photo](#)

Community Message

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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) Choose “Make Contribution Online”

Bahia Property Management

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My Account

Statements

Reports

Bills

Documents



YOUR STATEMENTS

Portfolio

Period

Click Here

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) Enter the Contribution Amount and Click Save

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My Account | Statements | Reports | Bills | Documents

Statements > New Contribution

New Contribution

Portfolio	Aleman, Raul
Amount	\$0.00
Comments	

Enter The Amount and Click Save

Payment Account

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

[Save](#) [Cancel](#)

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.