

Caliber Portal Registration and Login Instructions

(Login box: http://mail-exchange.mgmt-assoc.com/CaliberWeb2_MAA/default.aspx)

Welcome to Management and Associates. We are excited to be serving your association!

Part of this service is providing **YOU**, the homeowner, with an online portal that directly connects **YOU with US.**

Caliber Portal allows the homeowner or assigned Board Member online access to important items that are directly connected to our accounting & management system, Caliber Software.

These items are:

- The ability to update profile information such as email addresses, phone numbers, and emergency contact information.
- View account balances and transactions.
- Make online payments with a credit card, debit card, or e-check using PayLease our online payment service.
- Monitor compliance issues related to the homeowner account.
- View and submit maintenance issues related to the account and in the association common areas.

First Time Users will need to register online to access the portal.

1. Go to www.mgmt-assoc.com and click on the "Login" link at the top right corner of the web page.
2. To begin the registration process go to the login page and click on the "Create Login" link underneath the "Login" button.
3. You will need your Management and Associates account number to start the registration process. **Each homeowner pays a maintenance fee, which means they have an account number. The account number can be found on the top of the coupons that were sent after you purchased your home.**

| | | | | |
|--|------------------|------------------------------|--|------------------------|
| iatio | Coupon # 0001 | Account Number 1086920015 | Date Due 1/1/2016 | Amount Due \$525.00 |
| Make check payable to: Example Association | | | | |
| NAME 123 SOMEWHERE LN PARADISE, FL 34567 | | | Example Association c/o Management & Associates PO Box 30450 Tampa, FL 33630-3450 | |
| 12340107107404001200000525004 | | | | |

****If you do not have your account number please call Management and Associates and someone can assist you.
813-433-2000**

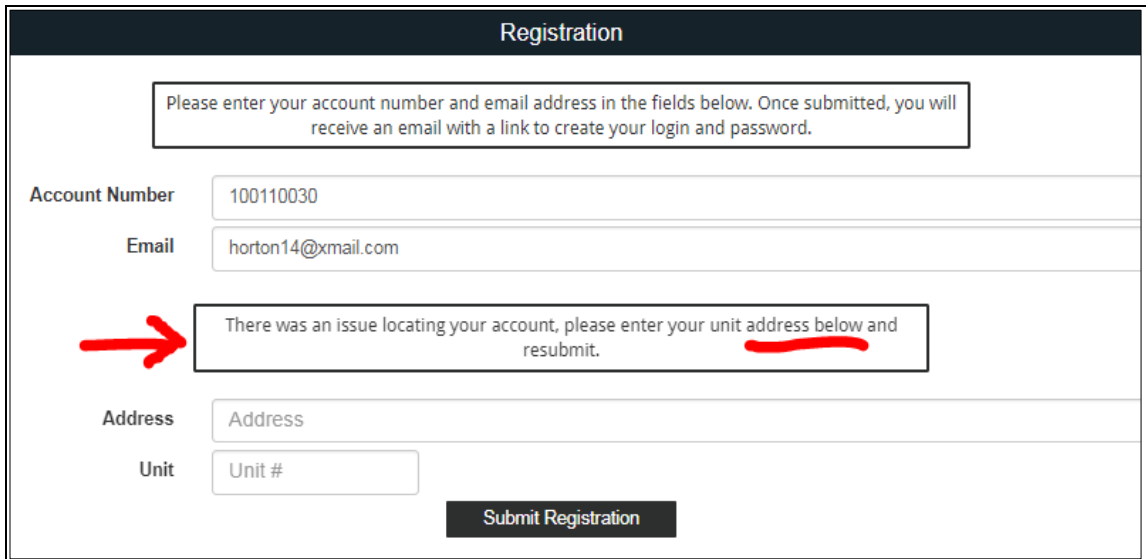
4. After you have entered in your account number and a valid email address.
5. Click "Start Registration Process" to begin.

Contact Alex Nazario, Website Manager, for further assistance at anazario@mgmt-assoc.com or by direct line at 813-591-1087

Caliber Portal Registration and Login Instructions

(Login box: http://mail-exchange.mgmt-assoc.com/CaliberWeb2_MAA/default.aspx)

6. If your email has not been added to Caliber previously then a pop up will appear with an error message:



The screenshot shows a web form titled "Registration". At the top, a message box says: "Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password." Below this, there are two input fields: "Account Number" with the value "100110030" and "Email" with the value "horton14@gmail.com". A red arrow points to a message box that says: "There was an issue locating your account, please enter your unit address below and resubmit." Below this message box, there are two more input fields: "Address" and "Unit #". At the bottom right of the form is a "Submit Registration" button.

7. Caliber will then ask you to enter your **complete property address**
****please do not abbreviate i.e., Rd=Road, St=Street**
8. Click "Submit Registration"
9. If there are multiple owners listed, you must select your name.
10. Once the registration is accepted, you will be directed to your email.
11. You will look for an email from "Caliber Portal".
12. Follow the instructions to click on a link provided in the email.
13. You will then be directed to create a username and password.
14. Once you have created your username and password you will be directed to the Portal.

Contact Alex Nazario, Website Manager, for further assistance at anazario@mgmt-assoc.com or by direct line at 813-591-1087