

## Association Website Registration Process

**Registration ([www.sentrymgt.com](http://www.sentrymgt.com))** - Choose *Homeowners/Payments* button and then choose the office location from which your association is managed. Click on *Go to Your Community Website* and choose *New User Registration* to set up your user name and password. These will be your personal credentials for future access.

Create your login profile:

1. Enter a valid email address. Should you ever need to reset your password, your new password will be emailed to this email address.
2. Create a User ID. Your ID can be up to 8 characters long, and can only contain letters and numbers (no symbols, and no spaces). Your User ID will be case sensitive.
3. Create your password. Passwords can be between 5 to 20 characters long. Your password will be case sensitive.
4. Re-enter your password.
5. Select your profile features (this information can be updated at will on Your Profile page).
6. Enter your 16-digit account number as printed on your coupon book.
7. Check the box indicating you have read the Terms & Conditions of Use, and then click **Register**.
8. Enter your new User ID and Password. Click **Login**.

The menu bar displays the following buttons for use.

**Home** – The home page displays the property owner's name and property address and the contact information for the community manager.

**Online Payment** – This is a link to the Association's Payment Center outlined below.

**Your Profile** – Information that the management company has on file for the property. The property owner may choose whether to be included in the Homeowner Directory and whether communications may be sent via email or not. Note: eMail will not be the exclusive method of contact. You may also add or correct your email address and contact phone numbers on Your Profile.

**Your Ledger Card** – Your account balance is displayed on this page. Choose *Search* to open the Ledger and view your account history; you may enter a beginning date to capture only the most current information. Current and future transactions will be available. A balance forward entry will appear if there is a balance shown from previous management company records.

**Homeowner Directory** - The directory displays information for all homeowners who have chosen to be included in the directory.

**Information Center** – The Information Center contains a file cabinet with virtual drawers of community information. The deed restrictions and other documents that govern your property and community association are available to view and can be printed or emailed at your option. Other information varies by community.

**Change Password** – You may change your confidential password at any time. You will be prompted for the email address you used at registration for verification.

**Contact Us** – Order replacement coupons, submit a change of mailing address or request assistance.