



STEP BY STEP GUIDE TO SET UP YOUR OWNER'S PORTAL

STEP 1 – REGISTER FOR ACCESS TO YOUR ACCOUNT

Please go to portal.shabenandassociates.com. If you have not already received email instructions with a password to log in to your account. After registering, you should receive a password by email.

STEP 2 – VERIFY YOUR CONTACT INFORMATION

Once you have logged in, click on "My Contact Info" on the left-hand side of page and verify that your email address, phone number and mailing address are correct. This is necessary for your community to contact you concerning community news, emergency matters, and billing concerns. You can also elect to hide or display your contact information in the online community directory.

STEP 3 – SET YOUR BILLING & COMMUNICATION PREFERENCES

Once you have logged in, click on "My Contact Info" on the left side toolbar. The Billing Communication Preference section will allow you to manage whether you receive statements by email or paper. Selecting **Paper** means you will receive a paper statement in the mail. You may also elect to set your communication preference to **email** so urgent and timely communications will be delivered to the email address on record. Please note that if you select **text** for communication or billing preference, an email and a text will be sent. The text message is only to alert you that an email message has been received.

STEP 4 – OPTIONS FOR PAYING MY ASSESSMENTS (DUES)

You can always check your most current bill by logging in to your owner portal. We offer several different payment options for your convenience.