

Username: _____

Password: _____

Account Number: _____

Community Portal Page Training Guide

- 1) Go to www.acmhome.com
- 2) Under Homeowner Login, enter your username and password
- 3) First time user? Click the link that says “ Obtain Your Initial Login Information”
- 4) Once Logged in, you will have access to the community portal page as seen below:

The screenshot displays the Community Portal interface. At the top, there is a dark blue header with a search bar for 'Community Name' and user information: 'Login Name: Peta7208', 'Monday, Oct 08', and 'Home | Log Out'. A left sidebar contains navigation icons for Home, Announcements, Contacts, Documents, Events, Links (circled with a '4'), Survey, Members, Calendar, My Profile, Account Info, SlideShow, and eBlast. The main content area is titled 'Welcome [redacted]' and features three primary sections: 1. 'Account Info' (circled with a '1') showing account details like Account Number, Property Address, Last Payment Date, Last Payment Amount (\$600.00), and Current Balance Due. It includes buttons for 'View Account Detail' and 'Pay Online' (with an arrow pointing to it), and links for 'View and add' for Architecturals, Requests, Violations, and Work Orders. 2. 'Documents' (circled with a '2') with a tree view of categories: Main, Architectural Guidelines, Contracts, Governing Documents, Insurance, Parking, Resident Request Forms, Rules, and Reserve Study. 3. 'Announcements' (circled with a '3') featuring a '2019 Board Meeting' on Thursday, December 12, 2019 at 6:30pm, with bullet points for 'Adopt the 2020 Budget' and '2020 Board Nominations'. The American Community Management logo is visible in the bottom left corner.

Box #1-This is a quick view of your account information. You can view your account balance and make a payment. To make a payment, click the “Pay Online” box. Below the “Pay Online” are a few additional quick links. One link used frequently is the “Request-View and add resident Requests”. This is where you want to document any questions or concerns you may have.

Box #2-This is where all of the community documents are kept. Click the + button to expand any category.

Box #3-Community Announcements are posted in this area.

Box #4-This area contains additional information regarding the community. Click on My Profile to edit your account information. You can also sign up for text message alerts within My Profile.

****Download the Mobile Version through the App store. Search for Community Link powered by eUnify***