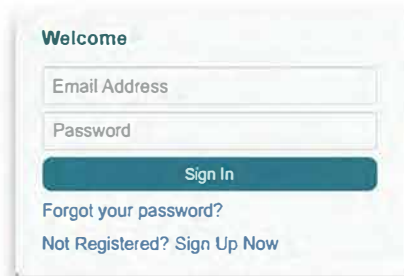# KPPM CONNECTION PORTAL

Registration and Logging In

Follow the instructions below to register for the portal or to log in.
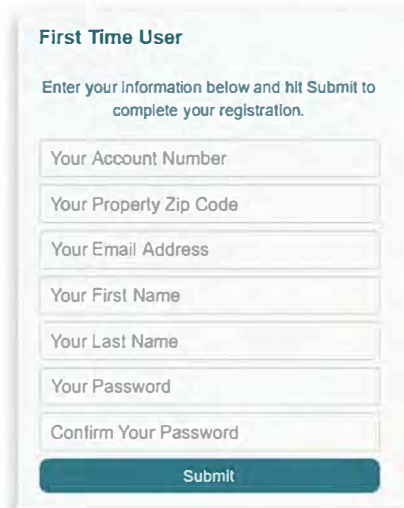
Registration

1. Start by clicking on **Not Registered? Sign Up Now**

Welcome

Email Address

Password

Sign In

Forgot your password?

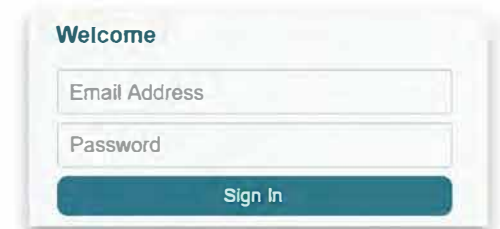Not Registered? Sign Up Now

2. **Fill in the information for First Time User.**

- Your Account Number
- Your Property Zip Code
- Your Email Adress
- Your First Name
- Your Last Name
- Your Password
  (*create a password*)
- Confirm Your Password

First Time User

Enter your information below and hit Submit to complete your registration.

Your Account Number

Your Property Zip Code

Your Email Address

Your First Name

Your Last Name

Your Password

Confirm Your Password

Submit

3. Click the **Submit** button.

Log In

1. In the Log In box, enter your **Email Address** and **Password**.

Welcome

Email Address

Password

Sign In

2. Click the **Sign In** button to be taken to the Home page of the portal.

Electronic Notification Settings

Want to receive electronic copies of your Billing Statement? Easy, follow our guide below.

Notification Settings

To sign up for electronic notifications, simply check the checkbox for what communication you wish to receive electronically next to the desire Email.

To add another Email, click on the **+ Add** button.

Sign up to receive Electronic Billing Statements by checking the box under **Electronic Billing**.

Sign up to receive updates in your community electronically by checking the box under **Community Updates**.

Click **Save** when you are done with your change.

Primary Email
The email address is linked to your Login.

Community Updates
Enroll to receive community updates. This includes news, events and activities pertaining to your association.

Contact Us   Hello, John Doe!

Siena Homeowners Association - 123 Street Name

Notification Settings

+ Add   Save

	Email	Electronic Billing ❓	Community Updates ❓
Primary Email	test@test.com	☑	☑

© 2018 - Keystone Pacific Property Management, LLC.

Electronic Billing
Enroll to receive a notification that your billing statement and insert are available online. Please note you will no longer receive the association's billing statements and insert by mail when selected.

By selecting Electronic Billing, you will automatically receive the newsletter electronically since this is sent with the billing statement.

Add Additional Email
Add additional email(s) to your notification settings.

Only the Primary Email can elect for Electronic Billing Statement.

Save Changes
Save all your changes to the notification settings.

Quick Start Guide

New to our portal? Use this quick guide to help you get started.

Make A Payment
Make an online payment using your bank account or with a credit card.

Update Login Info
Manage your login information and also add additional accounts.

Change Contact Info
Update your mailing address or phone numbers here.

Account Balance
Easily see what your current balance is and when your next assessment is due.

View Statements
Download or view the last four months of Statements and Newsletters.

Account Switch Dropdown
Quick access to switch between your accounts.

View Transaction History
Need to look up a past payment? Use the transaction activity page to see all past activities for your account.

Change Notification Settings
Sign up for electronic billing statements and community updates.

View Architectural, Violations, and Work Orders
Keep up with any open architectural projects, outstanding violations, and work orders.

Portal screenshot labels:
- Contact Us   Hello, John Doe!
- Siena Homeowners Association - 123 Street Name
- **Transactions & Statements**
  - Current Balance $0.00
  - Statement Amount $0.00
  - Due Date   09/01/2018
  - Make A Payment
  - View Statements
  - View Transaction Activity
- **My Profile**
  - Name   John Doe
  - Address   123 Street Name   Laguna Niguel, CA 92677-8625
  - Update Login Info
  - Change Contact Info
  - Change Notification Settings
- **Activity**
  - Open Violations   0
  - Open Work Orders   0
  - Architectural Items   0
  - View Violations
  - View Work Orders
  - View Architectural