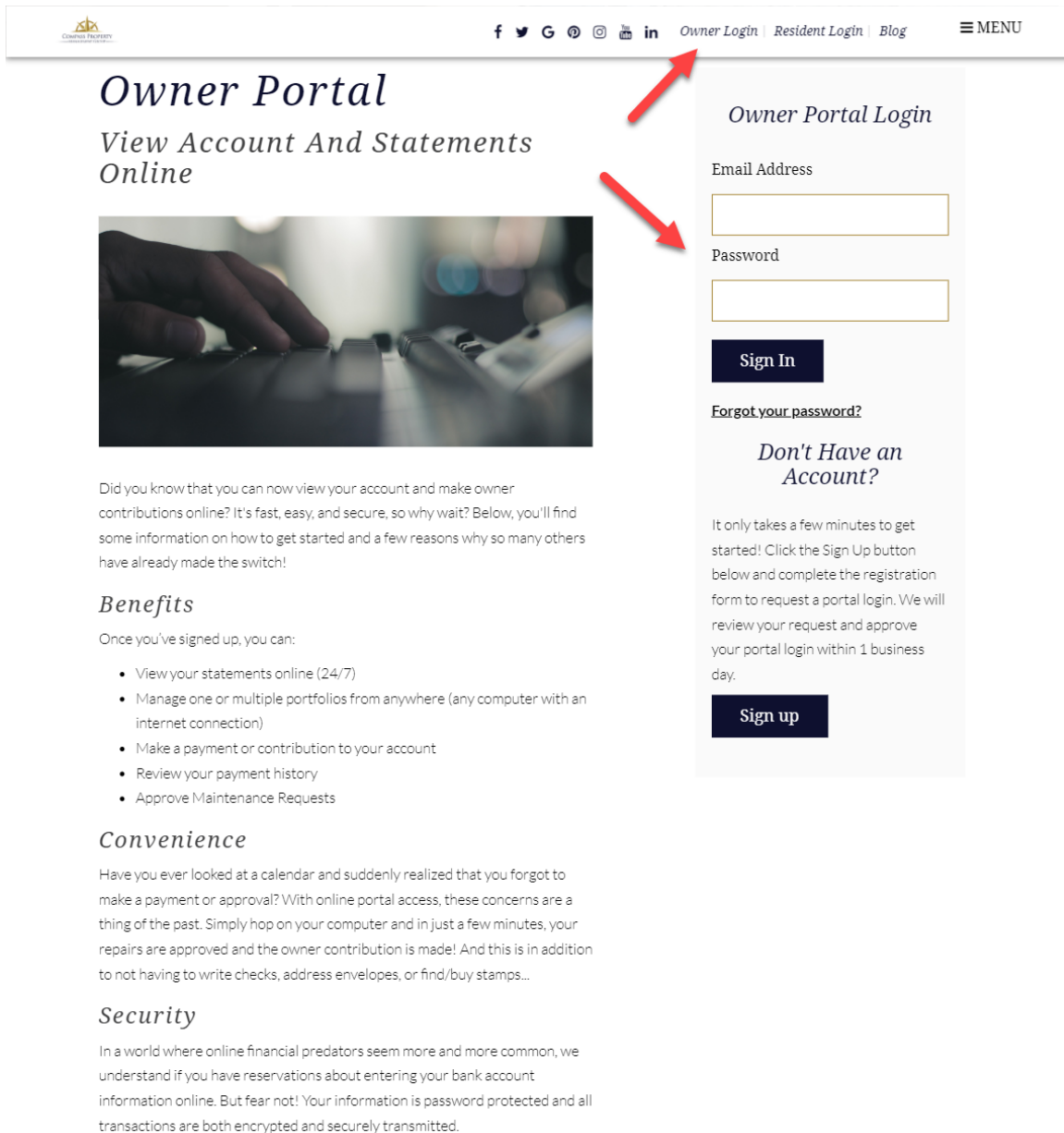


Setup Payment Acct & Make Contribution

Step 1. Login to your owner portal account

Login to the owner portal by visiting our website at <http://www.CompassPropertyManager.com> and click the “Owner Login” link.



Owner Portal
View Account And Statements Online

Did you know that you can now view your account and make owner contributions online? It's fast, easy, and secure, so why wait? Below, you'll find some information on how to get started and a few reasons why so many others have already made the switch!

Benefits

Once you've signed up, you can:

- View your statements online (24/7)
- Manage one or multiple portfolios from anywhere (any computer with an internet connection)
- Make a payment or contribution to your account
- Review your payment history
- Approve Maintenance Requests

Convenience

Have you ever looked at a calendar and suddenly realized that you forgot to make a payment or approval? With online portal access, these concerns are a thing of the past. Simply hop on your computer and in just a few minutes, your repairs are approved and the owner contribution is made! And this is in addition to not having to write checks, address envelopes, or find/buy stamps...

Security

In a world where online financial predators seem more and more common, we understand if you have reservations about entering your bank account information online. But fear not! Your information is password protected and all transactions are both encrypted and securely transmitted.

Owner Portal Login

Email Address

Password

Sign In

Forgot your password?

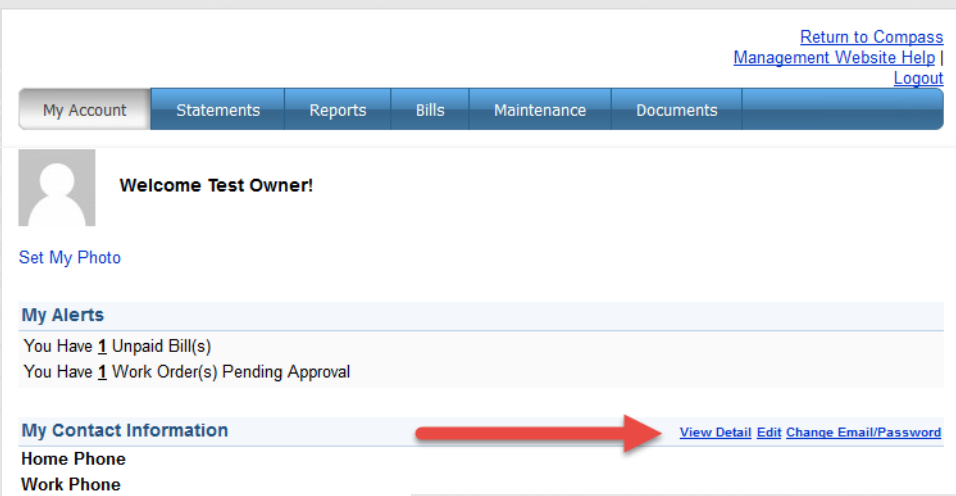
Don't Have an Account?

It only takes a few minutes to get started! Click the Sign Up button below and complete the registration form to request a portal login. We will review your request and approve your portal login within 1 business day.

Sign up

Step 2. Setup your payment account

Once logged into the portal, please click the “View Detail” button next to your contact information. The following page will allow you to update your contact information if necessary, and also setup a payment account. Click the “Edit Payment Account” button and fill in the required information.



Return to Compass
Management Website Help |
Logout

My Account | Statements | Reports | Bills | Maintenance | Documents

Welcome Test Owner!

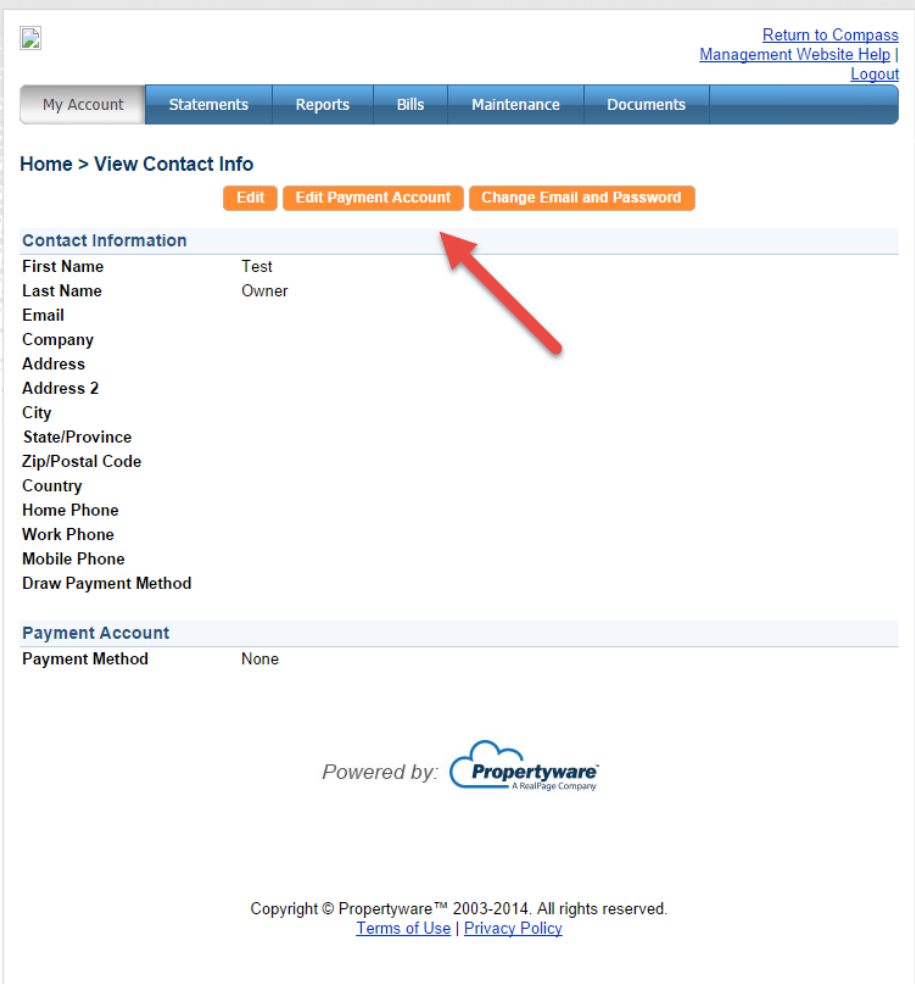
Set My Photo

My Alerts
You Have **1** Unpaid Bill(s)
You Have **1** Work Order(s) Pending Approval

My Contact Information [View Detail](#) [Edit](#) [Change Email/Password](#)

Home Phone
Work Phone
Mobile Phone
Email

Conversations
No Conversations



Return to Compass
Management Website Help |
Logout

My Account | Statements | Reports | Bills | Maintenance | Documents

Home > View Contact Info


[Edit](#) [Edit Payment Account](#) [Change Email and Password](#)

Contact Information

First Name	Test
Last Name	Owner
Email	
Company	
Address	
Address 2	
City	
State/Province	
Zip/Postal Code	
Country	
Home Phone	
Work Phone	
Mobile Phone	
Draw Payment Method	

Payment Account

Payment Method	None
----------------	------

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Step 3. Setup your payment account (Cont'd)

Fill out the required information on the payment method setup screen and click "Save". You will be prompted to ask if you'd like to update your draw method. Click "No". We will not perform owner draws to any account other than the one initially setup at the beginning of our management. If you'd like to make a change to your draw method, please call or email: accounting@compassrent.com

[Return to Compass Management Website Help](#) | [Logout](#)

My Account | Statements | Reports | Bills | Maintenance | Documents

Home > Edit Payment Information

Save Cancel

Edit Payment Information

Payment Method

None
 ACH E-Check

Please enter your bank account information exactly as it appears on your check. ACH payments submitted without accurate routing and account numbers will not be processed and will be subject to a non-sufficient funds fee.

Bank Name

Account Type

Routing Number

Account Number

:00006 7694: 2346 789: 00

Routing Number
Account Number
Check Number

SSN/SIN

Drivers License #

Drivers License State/Province

Billing Information

Same as Contact

Billing Address

Address 2

City

State/Province

Zip/Postal Code

Billing Email

Save Cancel

Do you wish to change the method of how you receive Owner Draw funds?

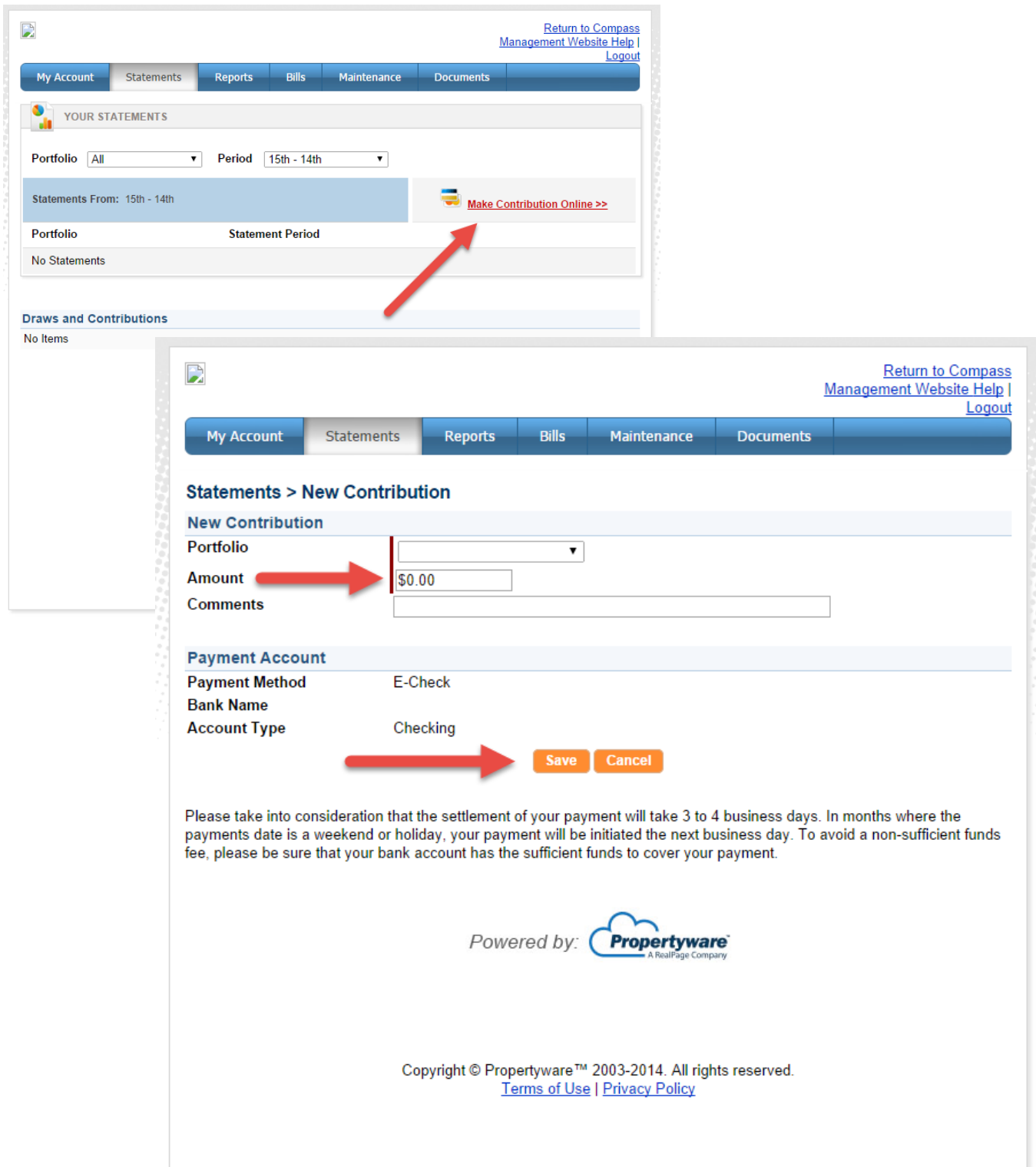
Your current method is set to: Check

←

Selecting yes will display your contact settings where you can select/change your Draw Method.

Step 4. Make a contribution

Now that you have updated your payment information, proceed to the “Statements” page. From here, you can click the “Make Contribution Online” button. On the following screen, you will be able to set an amount and click “Save” to perform the contribution.



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My Account | Statements | Reports | Bills | Maintenance | Documents

YOUR STATEMENTS

Portfolio: All | Period: 15th - 14th

Statements From: 15th - 14th [Make Contribution Online >>](#)

Portfolio	Statement Period
No Statements	

Draws and Contributions
No Items


[Return to Compass Management Website Help](#) | [Logout](#)

My Account | Statements | Reports | Bills | Maintenance | Documents

Statements > New Contribution

New Contribution

Portfolio:


Amount: 

Comments:


Payment Account

Payment Method: E-Check

Bank Name:

Account Type: Checking 

Please take into consideration that the settlement of your payment will take 3 to 4 business days. In months where the payments date is a weekend or holiday, your payment will be initiated the next business day. To avoid a non-sufficient funds fee, please be sure that your bank account has the sufficient funds to cover your payment.

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