



Instructions for Access to The CommunityPro® PORTAL

Registered users can access the following information on the Portal:

- Your Profile (view information relevant to your homeowner account)
- Your Ledger Card (view your accounting history)
- Homeowner Directory (view a list your fellow registered homeowners)
- Information Center (view your Association's governing documents, forms, and other documents)
- Contact information for your Community Manager
- Click to Online payments (make online payments by credit card or bank draft/e-check) **PLEASE NOTE: When making payments by credit card or E-check you are taken to a different website other than Sentry Management's website. Also, registering into the PORTAL is NOT required to make a Payment. You have the option of making a payment while in the Portal if you choose but it is NOT necessary.**

To Register

To create your unique login credentials for the Portal, please follow the instructions below.

Step 1. In your Web Browser type: www.sentrymgt.com.

Step 2. Click: **My Account**. This will take you to your Account Login Screen



Step 3. Click **New User Registration** (located under the Homeowner Login box)

HOMEOWNER LOGIN

ID

Password

Remember Me

Forgot Password?
 New User Registration

Step 4. Fill in all required fields. **Please note:** Your email address, ID and password are all case sensitive.

Email Address (should you ever need to request a new password this is the email address it will be sent to)

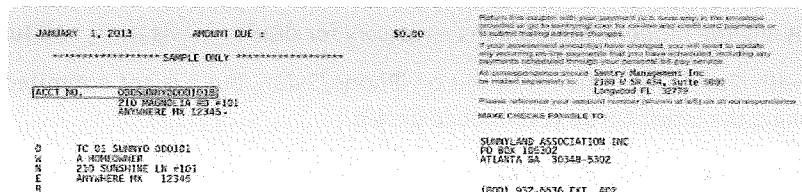
Desired User ID (maximum 8 characters, no spaces allowed)

Desired Password (combined numbers and letters, no special characters)

Re-enter Password (verify your password)

Please review and edit the checked boxes (In order to receive pertinent and current information about your community you should always allow your email address to be used. Sentry Management doesn't sell or share your personal email address with anyone or any other company.)

Enter your 16-digit account number as printed on your coupon



Step 5. Check I have read the Terms & Conditions of Use box

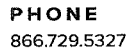
Step 6. Click "Register"

Step 7. Enter your new login credentials on the Homeowner Login page (type in your new ID and password in the requested fields). Then click on the yellow "Login" to enter the Portal.

Online Payments

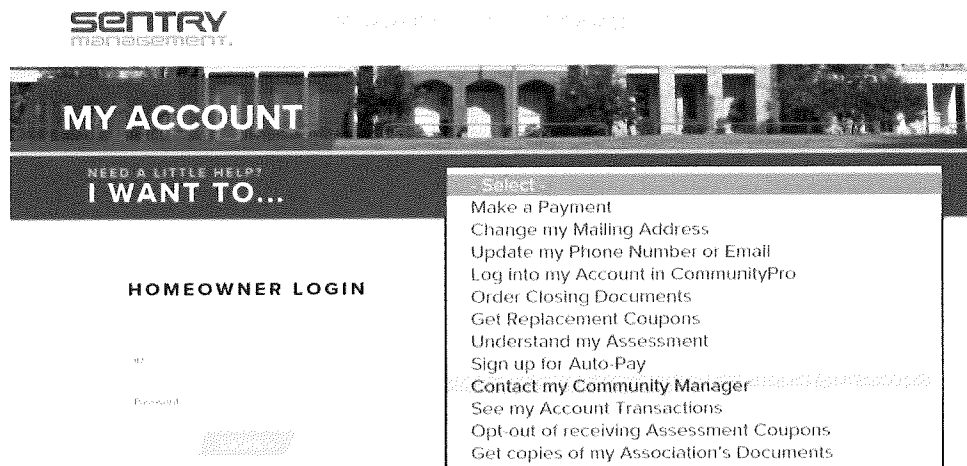
As stated above, **Online Payments** are made through a website separate from the Sentry website/Portal. You don't need to register/sign-in with the Portal to make an online payment. Payment options include **credit card** (Paylease) and **E-check** (Union Bank). Unique login credentials must be created within these websites to make online payments. Payments made by **Auto-Pay** go through Sentry Management exclusively but have to be set up through your property manager or you can email: autopay@sentrymgt.com to inquire. From the **My Account** page, please select a payment option, and then follow the prompts.

CLICK BELOW FOR 5 EASY WAYS TO PAY



Need a Little Help?

Our Select Drop down Menu makes it easy for you to complete a host of tasks.



Troubleshooting

Having trouble viewing the website? Please double check the following:

Sentry Website System Requirements

- Windows 7, 8, 8.1, 10 Operating System
- Internet Explorer 11 (IE 11)
- Mozilla Firefox

Operating systems and browsers other than the ones listed above will experience compatibility issues with the website, as they are missing the modern components necessary for display, navigation, and functionality.

The site is compatible with iPad/Safari. The site works on iPhone/Safari, but it is not optimized for the iPhone. Make sure you are running the latest OS on your mobile device.

Thank you and we hope you enjoy using Sentry Managements' exclusive **CommunityPro**® PORTAL and Payment Center.