CIRACONNECT

E-Statement Enrollment Tip Sheet

Your management team and CiraConnect are pleased to provide the option of receiving e-statements through the CiraNet Resident Portal.

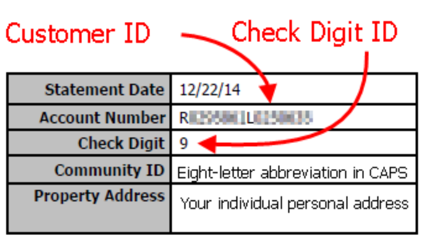
Why Sign Up for E-Statements?

- **Environmentally friendly.** By signing up for e-delivery, you will no longer receive paper statements and will be helping to save trees.

- **Secure.** You will receive statements viewable through your CiraNet Resident Portal account rather than by mail, which can be lost or misdirected.

- **Convenient.** Statements will be available to you at any time for viewing electronically or to print out if you prefer. You will have access to both any current statements or previous statements if you need them for your records.

How to Sign Up



Statement Date	12/22/14
Account Number	R[illegible]
Check Digit	9
Community ID	Eight-letter abbreviation in CAPS
Property Address	Your individual personal address

Figure 1: Example of where to find your account information

A valid CiraNet Resident Portal account is required to sign up for e-statements. The Resident Portal is an online tool designed to allow you to have immediate access to your most important information and be able to manage your account and your contact information and have access to information about your community. To register for the first time, you will need your account specific information, which can be found on your account statement, or provided to you by contacting your management team or the CiraConnect Customer Support team at 855-877-2472, Option 1.

1. Once logged in to the Resident Portal, from the navigation bar along the left-hand side of the page, click on Account Information.

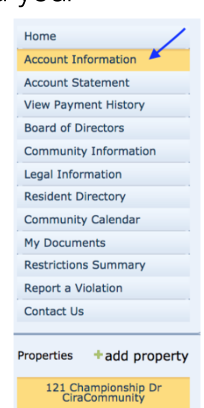


Figure 2: Account Information Option

2. Now scroll down the screen until you see the Phones/Emails section of your account contact information. Note that any contact emails or phones that your management team has on file for you will be showing there already.

3. Click on Manage Phones/Emails.

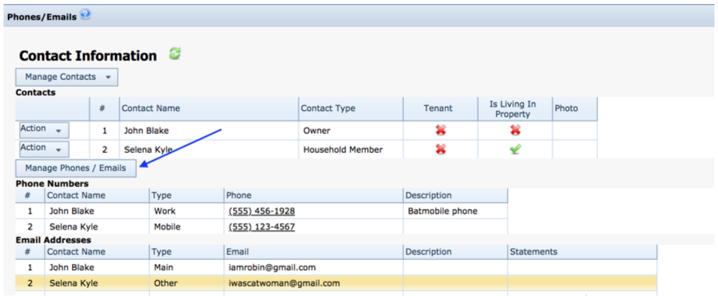


Figure 3: Manage Phones/Emails

4. A new pop up screen will open allowing you to manage both your phone and email contacts. If you need to manage that information or add a new email, you can straight from here. Select the email(s) you want to enroll in the statement delivery.

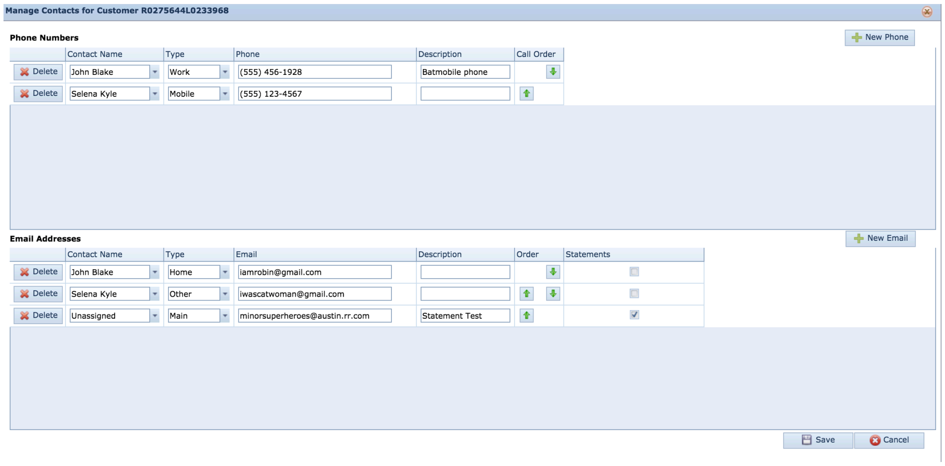


Figure 4: Selecting the Email to Receive the Statement Notification

5. Click Save.

That's it!

How E-Statements Are Delivered

By opting for e-statement delivery, you are agreeing that you will no longer receive paper statements. When your statement is available, you will receive an email in your Inbox with a link to the statement view in the Resident Portal.

Statement delivery dates differ depending upon assessment frequency and late penalty dates, so check with your management team on the specifics for your community or look for an announcement on your Resident Portal. Individuals with credit balances do not receive statements.

All owners, regardless of statement status can check on their account at any time from their Resident Portal. From the navigation bar on the left-hand side of the page once you log in, select Account Statement to be able to view and generate a statement. Dates can be customized, but by default show activity for the last year through the current date.

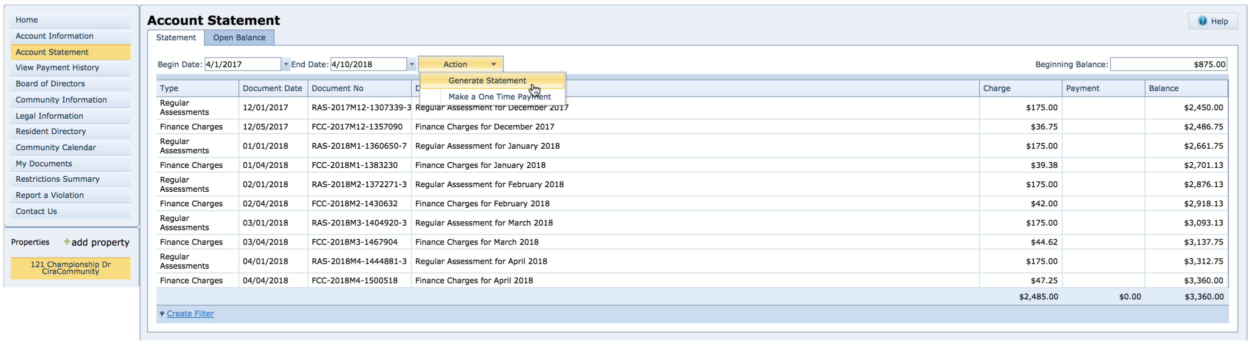


Figure 5: Your Account Statement in the Resident Portal

Alternatively, view an Open Balance view (the tab to the right of statement) to see charge types collated and summed up, or just a record of payments received by clicking on View Payment History.

If you have questions about the Resident Portal, maintaining your contact information, or signing up for e-statements, you may call your management team's service partner, CiraConnect, at 855-877-2472, Option 1.