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A Company of Denali Property Management

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## MANAGING THE BULLETIN BOARD, CALENDAR & FAQs



# Log in to Resident Portal

Select Client Login



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[www.mypropertybilling.com](http://www.mypropertybilling.com)

## Community Financial Management and More!

Less Hassle, Better Results



GET A LIVE QUOTE

DOWNLOAD BROCHURE

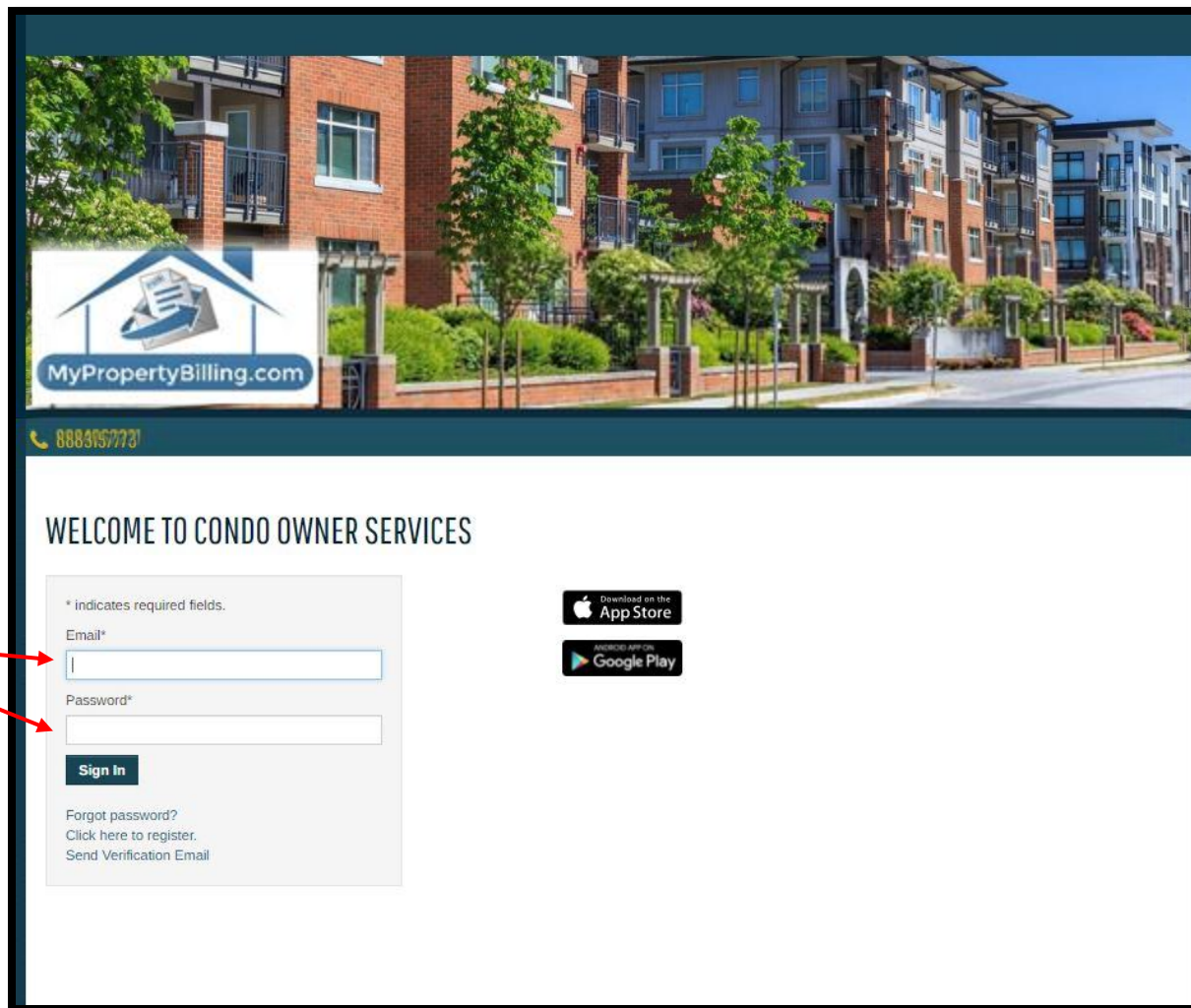
- An experienced **Accounting Team** handles all Invoicing, Collections, Bill Pay, and Financial Reporting
- An **Online Resident Portal** for Payments and Improved Communication
- Board Software offers **24/7 Real Time Reports**, Document Retrieval, Work Order and Violation Management Tools
- Our **Team of Property and Project Managers** Guide You and Your Community as needed

To provide the best experiences, we use technologies like cookies to store and/or access device information.

Accept



# Resident Portal Login Screen

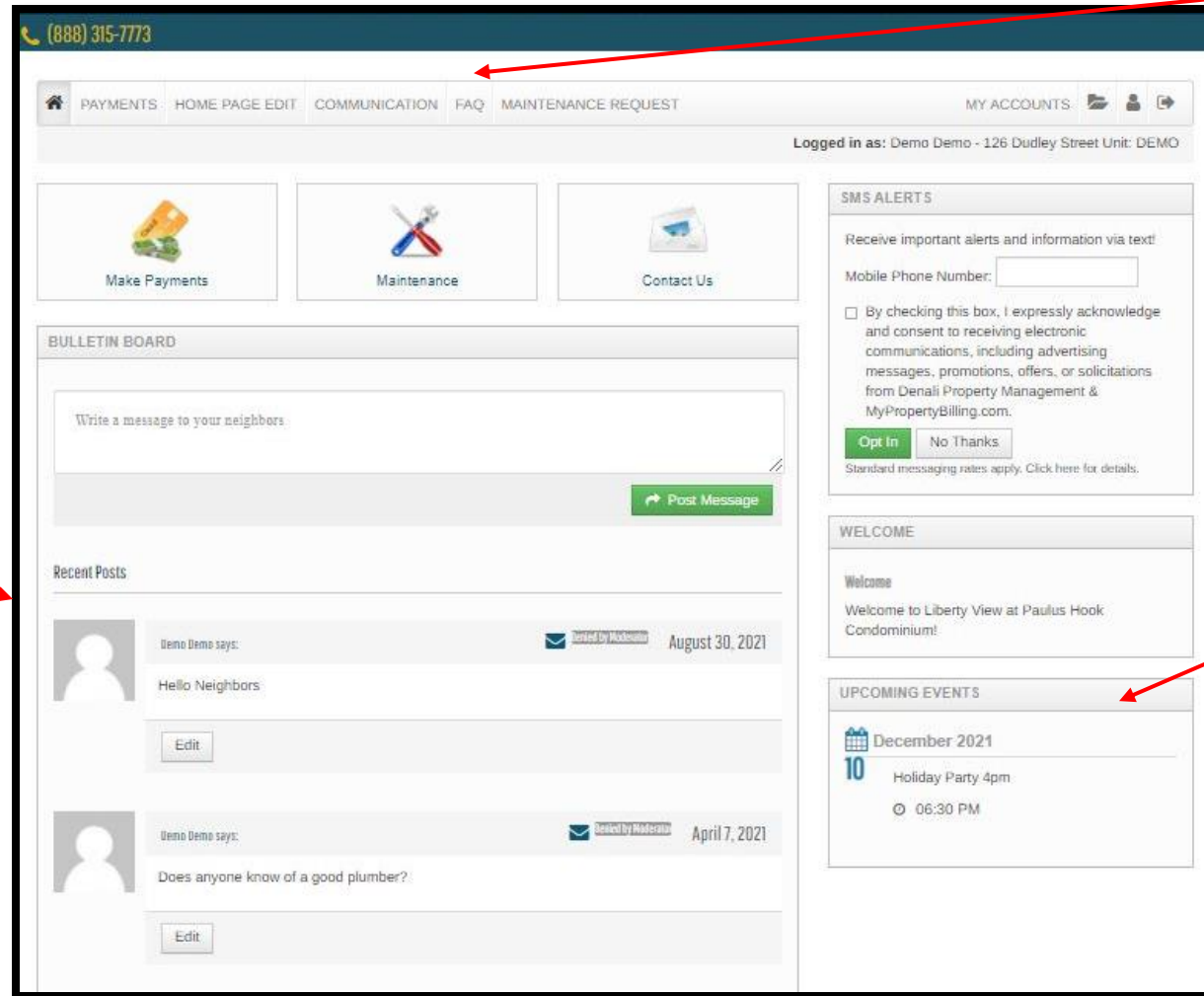


Enter your Email and  
Password  
And SIGN IN



# Portal Home Page

The Bulletin Board of Announcement can be open to ALL Homeowners or only Board Members. Please discuss with your Property Administrator the best option for your association.



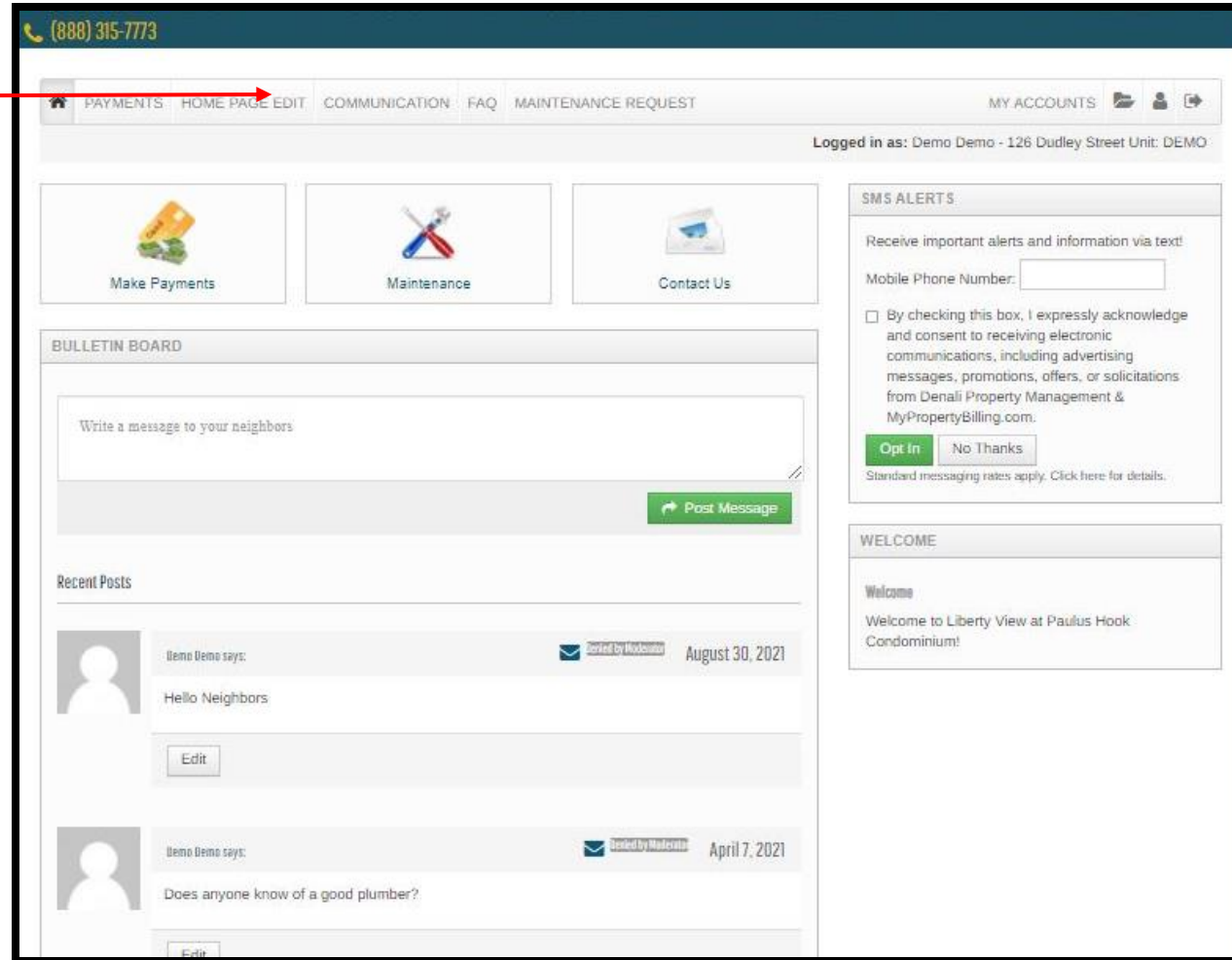
FAQs

Calendar of Upcoming Events.



# Portal Home Page

Select  
HOME PAGE  
EDITS

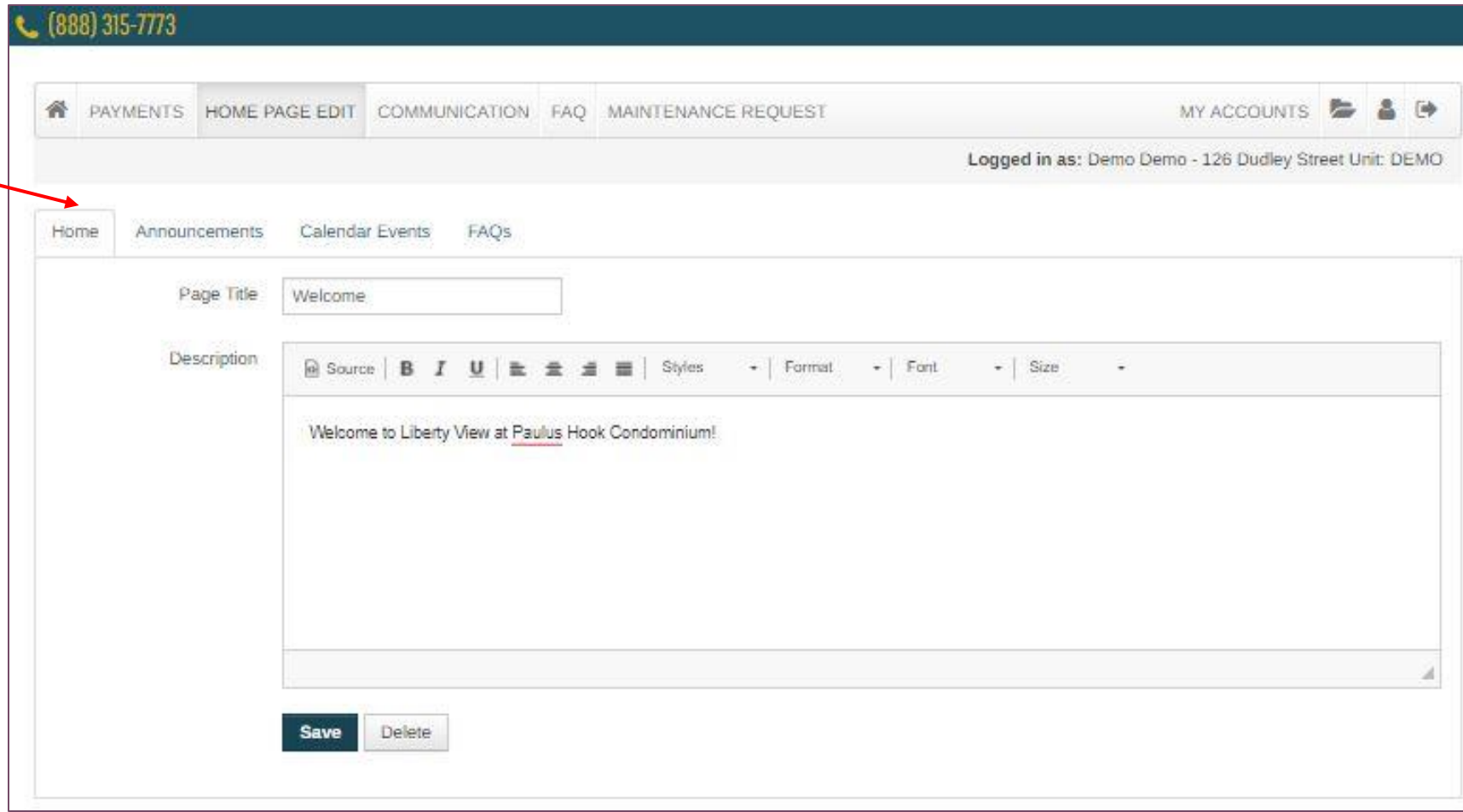


The screenshot displays the Portal Home Page interface. At the top, a dark blue header contains the phone number (888) 315-7773. Below this is a navigation bar with links: HOME, PAYMENTS, HOME PAGE EDIT (highlighted with a red arrow), COMMUNICATION, FAQ, and MAINTENANCE REQUEST. On the right side of the navigation bar are links for MY ACCOUNTS, a user profile icon, and a logout icon. Below the navigation bar, a status bar indicates the user is logged in as 'Demo Demo - 126 Dudley Street Unit: DEMO'. The main content area is divided into several sections. On the left, there are three large buttons: 'Make Payments' (with a credit card icon), 'Maintenance' (with a wrench and screwdriver icon), and 'Contact Us' (with an envelope icon). Below these is a 'BULLETIN BOARD' section. It features a text input field with the placeholder 'Write a message to your neighbors' and a green 'Post Message' button. Underneath the input field is a 'Recent Posts' section. It shows two posts: one by 'Demo Demo says:' dated 'August 30, 2021' with the text 'Hello Neighbors' and an 'Edit' button; and another by 'Demo Demo says:' dated 'April 7, 2021' with the text 'Does anyone know of a good plumber?' and an 'Edit' button. On the right side of the page, there is an 'SMS ALERTS' section. It includes a heading 'Receive important alerts and information via text!', a 'Mobile Phone Number:' input field, a checkbox for opting in, and 'Opt In' and 'No Thanks' buttons. Below this is a 'WELCOME' section with a 'Welcome' heading and a message: 'Welcome to Liberty View at Paulus Hook Condominium!'.

## Home Page Edits: Welcome

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The Welcome Message is one that the residents see when they first login to the Resident Portal.



The screenshot shows a web application interface for editing the home page. At the top, a dark blue header contains the phone number (888) 315-7773. Below this is a navigation bar with tabs: HOME, PAYMENTS, HOME PAGE EDIT (selected), COMMUNICATION, FAQ, and MAINTENANCE REQUEST. To the right of the navigation bar, it says "MY ACCOUNTS" with icons for a folder, a person, and a share button. Below the navigation bar, it says "Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO".

The main content area has a sub-navigation bar with tabs: Home (selected), Announcements, Calendar Events, and FAQs. Below this, there is a form for editing the "Welcome" message. The form has two main sections: "Page Title" and "Description".

The "Page Title" section has a text input field containing the word "Welcome".

The "Description" section has a rich text editor. The toolbar includes icons for Source, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Styles, Format, Font, and Size. The text area contains the message: "Welcome to Liberty View at Paulus Hook Condominium!".

At the bottom of the form, there are two buttons: "Save" and "Delete".



# Home Page Edits: Announcements

Select Announcements

The screenshot shows the 'HOME PAGE EDIT' interface. At the top, there's a navigation bar with 'PAYMENTS', 'HOME PAGE EDIT' (selected), 'COMMUNICATION', 'FAQ', and 'MAINTENANCE REQUEST'. Below this, a sub-navigation bar has 'Home', 'Announcements' (selected), 'Calendar Events', and 'FAQs'. The main content area has a 'Page Title' field with 'Welcome' and a 'Description' field with a rich text editor containing 'Welcome to Liberty View at Paulus Hook Condominium!'. At the bottom are 'Save' and 'Delete' buttons. A red arrow points from the 'Announcements' tab to the 'Add Announcement' button in the bottom inset.

Add, edit or delete Announcements

This inset shows the 'Announcements' list. At the top right is an 'Add Announcement' button. Below it is a search bar. The table has columns: 'Announcement', 'Type', 'Start Date', and 'Active'. One entry is visible: 'Happy Holidays' with Type 'Ad Hoc', Start Date '12/01/2023', and Active 'Yes'. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

Announcement	Type	Start Date	Active
Happy Holidays	Ad Hoc	12/01/2023	Yes

The 'ADD ANNOUNCEMENT' form includes fields for 'Announcement Title', 'Active' (checkbox), 'Do Not Allow Opt Out' (checkbox), 'Start Date (m/d/yyyy)', 'End Date (m/d/yyyy)', and 'Order'. It also has a 'Show announcement on' section with checkboxes for 'After Resident Services Login' and 'Resident Services Home Page' (selected). A rich text editor for 'Description' is at the bottom. 'Save' and 'Back' buttons are at the bottom right. A red arrow points from the 'Save' button back to the 'Announcements' list table.

Input information as instructed and SAVE



# Home Page Edits: Calendar

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Select  
Calendar  
Events

The screenshot shows a web application interface for editing the home page. At the top, there is a dark blue header with a phone icon and the number (888) 315-7773. Below this is a navigation bar with tabs: HOME, PAYMENTS, HOME PAGE EDIT (selected), COMMUNICATION, FAQ, and MAINTENANCE REQUEST. To the right of these tabs is a section for MY ACCOUNTS with icons for a folder, a person, and a share button. Below the navigation bar, it says "Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO".

Below the navigation bar, there is a sub-navigation bar with tabs: Home, Announcements, Calendar Events (selected), and FAQs. A red arrow points from the text "Select Calendar Events" to this tab.

The main content area is for editing the "Calendar Events" page. It has a "Page Title" field with the text "Welcome". Below this is a "Description" field with a rich text editor. The editor has a toolbar with icons for Source, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Styles, Format, Font, and Size. The text in the description field is "Welcome to Liberty View at Paulus Hook Condominium!". At the bottom of the form are two buttons: "Save" and "Delete".





# Calendar of Events detail

Select  
Calendar of  
Events

The screenshot shows a web application dashboard. At the top, there is a header with a phone icon and the number (888) 315-7773. Below the header is a navigation bar with tabs: PAYMENTS, HOME PAGE EDIT, COMMUNICATION, FAQ, and MAINTENANCE REQUEST. The 'HOME PAGE EDIT' tab is currently selected. To the right of the navigation bar, there is a 'MY ACCOUNTS' section with icons for a user profile and a logout button. Below the navigation bar, there is a sub-navigation bar with tabs: Home, Announcements, Calendar Events, and FAQs. The 'Calendar Events' tab is selected. The main content area shows a 'Page Title' field with the value 'Welcome' and a 'Description' field with the text 'Welcome to Liberty View at Paulus Hook Condominium!'. Below the description field, there is a 'Save' button. At the bottom of the main content area, there is a table with the following data:

Description	Event Date	Active	Edit
Holiday Party 4pm	12/10/2021	Yes	

Below the table, it says 'Showing 1 to 1 of 1 entries'. A red arrow points from the 'Select Calendar of Events' text to the 'Calendar Events' tab in the sub-navigation bar.

The screenshot shows the 'ADD CALENDAR EVENT' form. It has a 'Description' field with a rich text editor toolbar. Below the description field, there are several input fields: 'Event Date (m/d/yyyy)', 'Event Start Time (h:mm tt)', 'Event End Time (h:mm tt)', 'Active' (checked), 'Resident Calendar Display Start Date (m/d/yyyy)', 'Resident Calendar Display End Date (m/d/yyyy)', 'Recurring Event' (unchecked), and 'Show event on' (checked, with a dropdown menu showing 'resident home page'). At the bottom, there are 'Save' and 'Back' buttons. A red arrow points from the 'Add Event Information as instructed and SAVE' text to the 'Save' button.

Add Event  
Informa-  
tion as  
instructed  
and SAVE

Click here to add or edit an Event



# Home Page Edits: FAQs

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Select  
FAQs

(888) 315-7773

HOME

PAYMENTS

HOME PAGE EDIT

COMMUNICATION

FAQ

MAINTENANCE REQUEST

MY ACCOUNTS

Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO

Home

Announcements

Calendar Events

FAQs

Page Title

Welcome

Description

Source

**B**

**I**

U

Styles

Format

Font

Size

Welcome to Liberty View at Paulus Hook Condominium!

Save

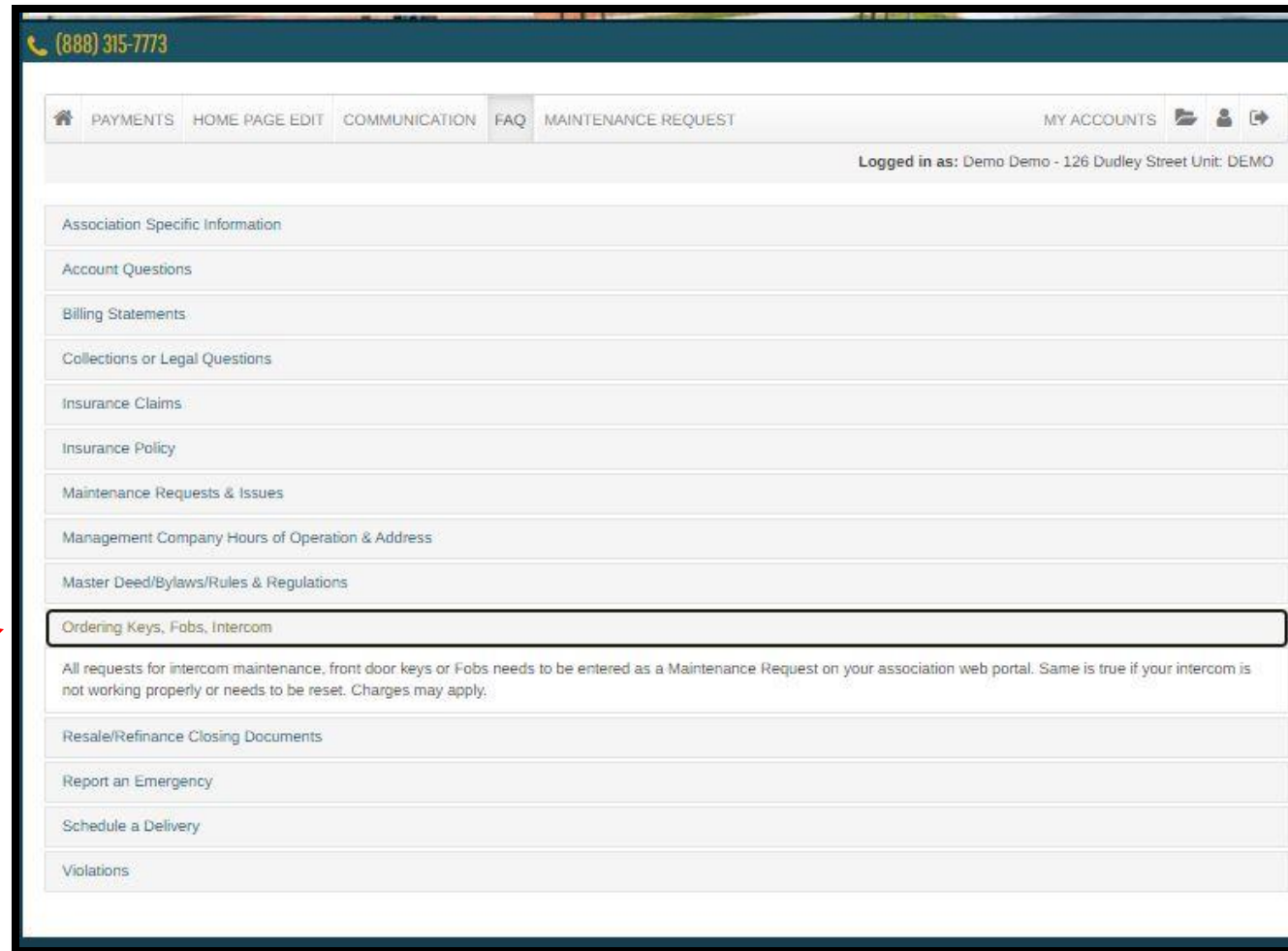
Delete



# FAQs: Drop Down

Preset FAQs are not ordered and are generic for all associations

Residents will click the Question and a drop down with the answer appears



(888) 315-7773

PAYMENTS HOME PAGE EDIT COMMUNICATION **FAQ** MAINTENANCE REQUEST MY ACCOUNTS

Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO

- Association Specific Information
- Account Questions
- Billing Statements
- Collections or Legal Questions
- Insurance Claims
- Insurance Policy
- Maintenance Requests & Issues
- Management Company Hours of Operation & Address
- Master Deed/Bylaws/Rules & Regulations
- Ordering Keys, Fobs, Intercom**
- Resale/Refinance Closing Documents
- Report an Emergency
- Schedule a Delivery
- Violations

All requests for intercom maintenance, front door keys or Fobs needs to be entered as a Maintenance Request on your association web portal. Same is true if your intercom is not working properly or needs to be reset. Charges may apply.



# FAQs Details

Select FAQs

(888) 315-7773

PAYMENTS

HOME PAGE EDIT

COMMUNICATION

FAQ

MAINTENANCE REQUEST

MY ACCOUNTS

Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO

Home

Announcements

Calendar Events

FAQs

Page Title

Welcome

Description

Welcome to Liberty View at Paulus

Save

Delete

(888) 315-7773

PAYMENTS

HOME PAGE EDIT

COMMUNICATION

FAQ

MAINTENANCE REQUEST

MY ACCOUNTS

Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO

Home

Announcements

Calendar Events

FAQs

10 records per page

Search:

Add FAQ

Order	Question	Active
1	Association Specific Information	Yes
2	Account Questions	Yes
3	Billing Statements	Yes
4	Collections or Legal Questions	Yes
5	Insurance Claims	Yes
6	Insurance Policy	Yes
7	Maintenance Requests & Issues	Yes
8	Management Company Hours of Operation & Address	Yes
9	Master Deed/Bylaws/Rules & Regulations	Yes
11	Ordering Keys, Fobs, Intercom	Yes

Showing 1 to 10 of 14 entries

(888) 315-7773

PAYMENTS

HOME PAGE EDIT

COMMUNICATION

FAQ

MAINTENANCE REQUEST

MY ACCOUNTS

Logged in as: Demo Demo - 126 Dudley Street Unit: DEMO

ADD FAQ

Active

☐

Display Order

Question

Answer

Save

Back

Add a question and answer and SAVE

Click here to add, delete or edit a question or answer



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For further assistance:

- Email [support@MyPropertyBilling.com](mailto:support@MyPropertyBilling.com)
- Call 888-406-2221 Customer Service
- Contact Your Property Administrator

