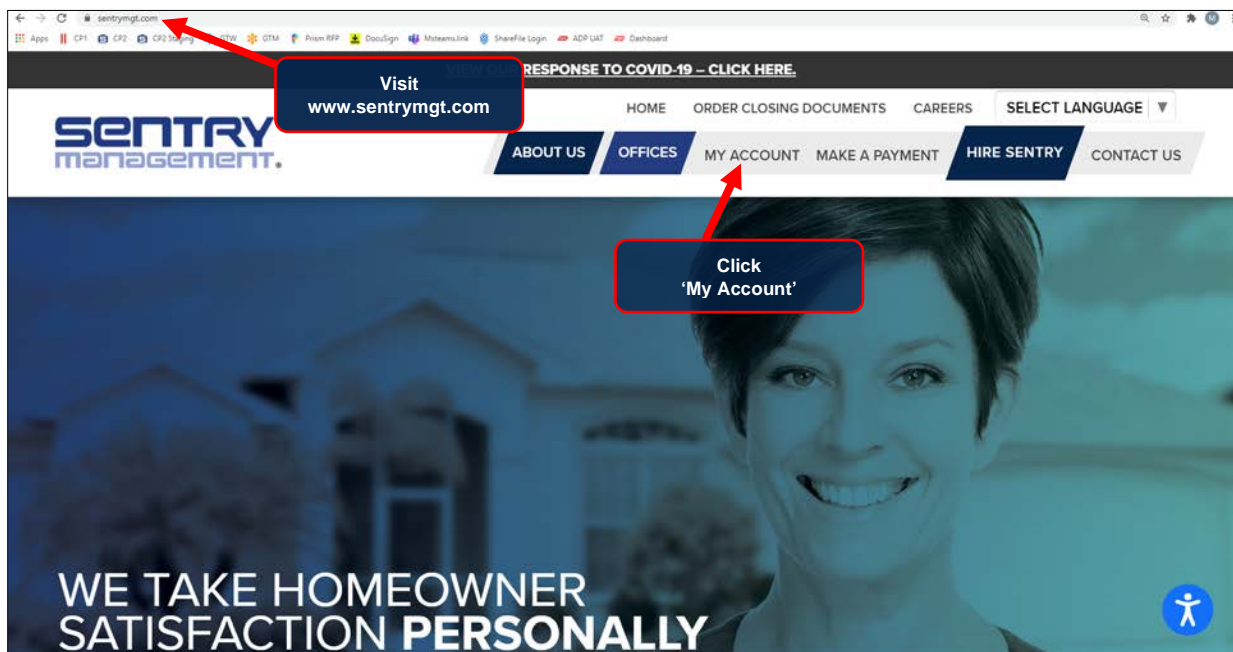


CommunityPro® PORTAL – Registration Guide

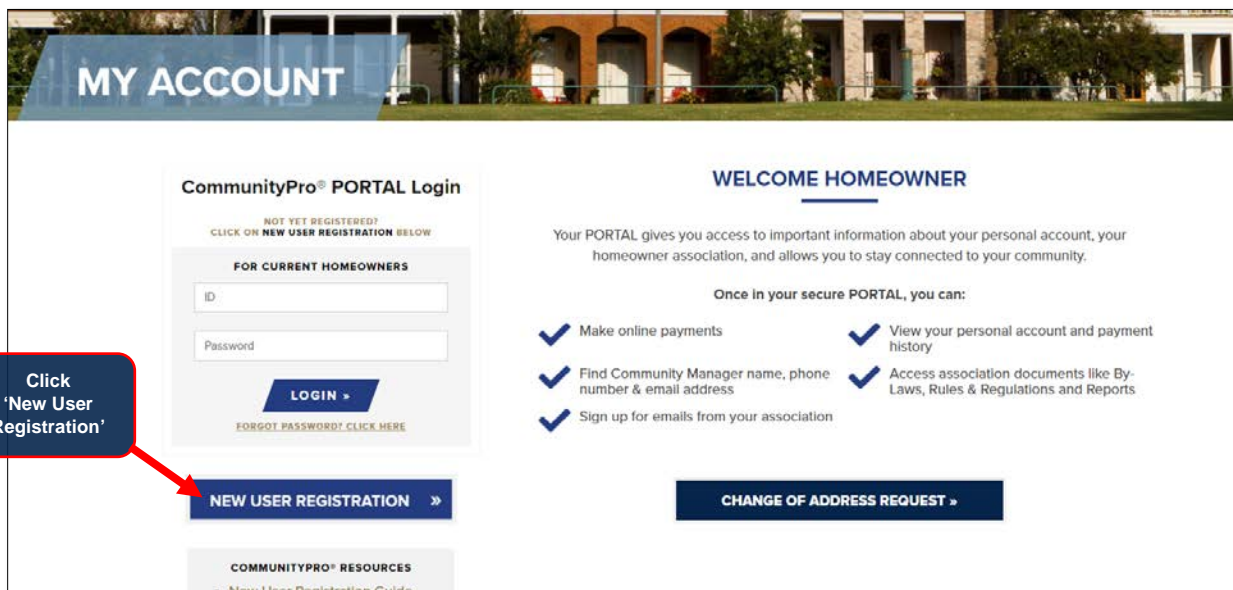
This tutorial is designed to assist homeowners and board members in registering an account for their association CommunityPro® PORTAL. Registered users have access to online payments, account information including balance and payment history, and community documents and information. Registration is simple and secure, so get started today!

[CLICK HERE](#) for instructions on resetting your User ID or Password

Step 1: Visit www.sentrymgt.com and click on 'My Account'



Step 2: Click on 'New User Registration'



Step 5:

Complete required fields – choose password, select preferences

The system will notate whether user is the first or second user for the property. Up to two users are permitted.

Users will choose their password according to minimum password requirements.

User will select their preferences for inclusion in the director.

If user is a board member, they must select option and complete additional fields.

After clicking 'Register' a welcome email will be sent.

New User Registration

USER2 HOM
TEST STREET 3 Unit 321
LONGWOOD FL 11111
You are the 1st user for this property

If this is not your property, cancel registration here.
 This is not my Property

Desired Password: _____
Password must contain at least 8 characters, a number, an uppercase letter, a lower case letter, and a special character

Confirm Password: _____

Include my address in member directory
 Include my phone #'s in member directory
 Include my email addresses in member directory
 Select if you are a Board Member

To review the Terms and Conditions [Please Click Here](#)

I have read the Terms & Conditions of Use

Select if you are a Board Member

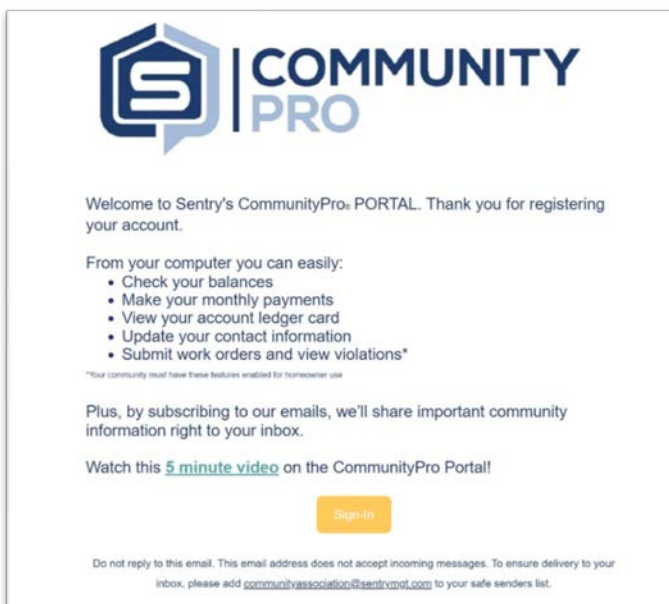
First Name _____
Last Name _____

I am a Board Member _____

President
Vice President
Secretary
Treasurer
Director
Committee Member

Step 6:

View 'welcome' email and click 'Sign-In' to access the portal



Tips:

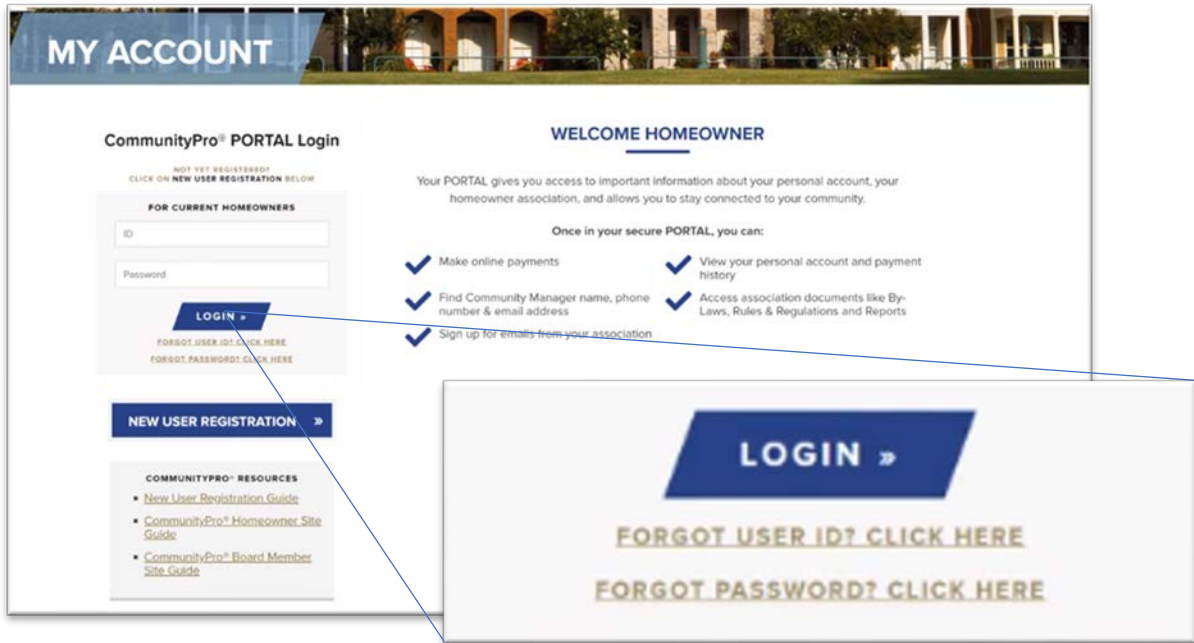
Email is sent from sysadmin@sentrymgt.com

If you don't see the welcome email in your inbox, be sure to check the spam/junk folder.

The subject line of the email is:
'Welcome to CommunityPro PORTAL'

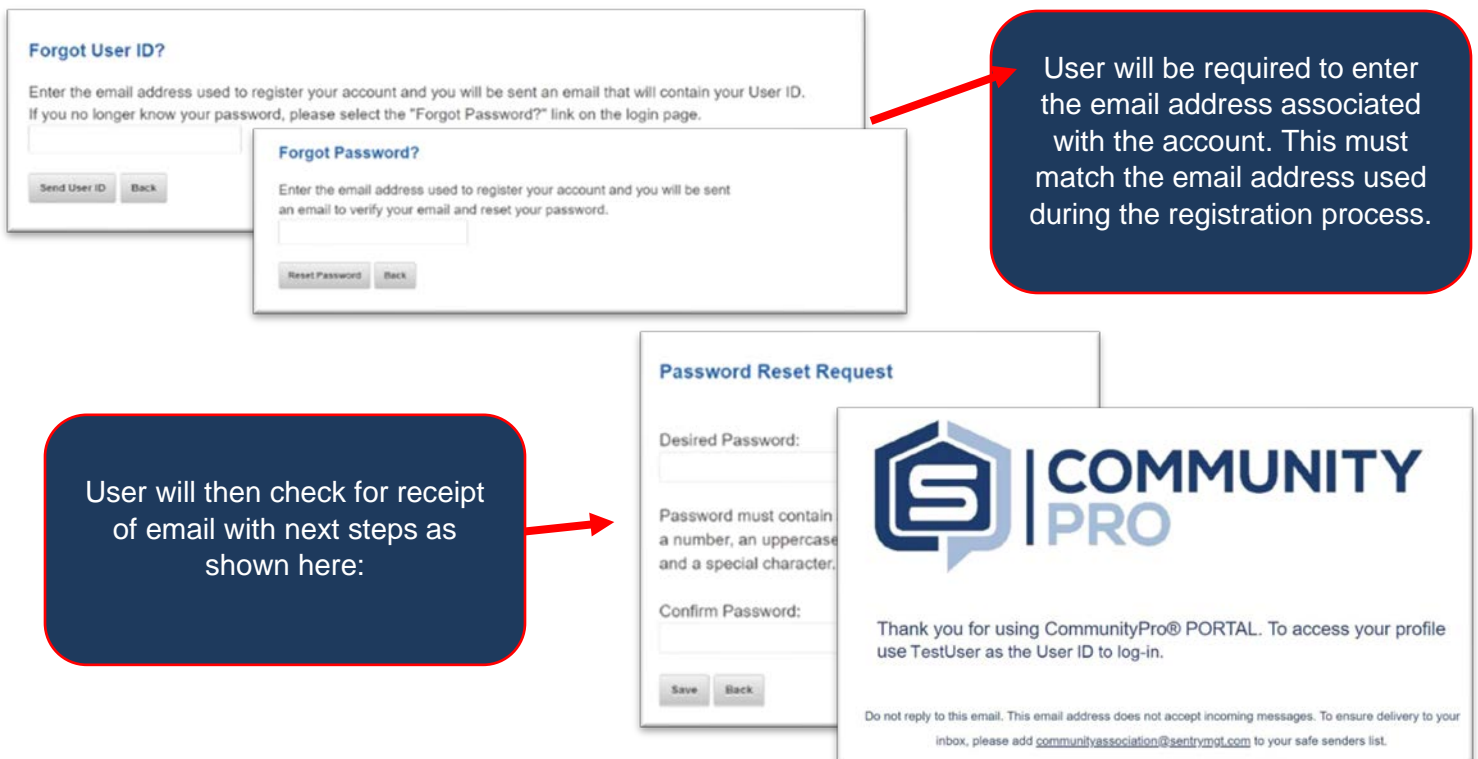
How to:

Reset forgotten user ID or password



Users who have forgotten or need to reset their account user ID or password may do so by visiting www.sentrymgt.com and click on 'My Account.' Below the login tool the user is able to click either link to begin the reset process.

Once clicked, the following actions will occur:



Thank you for using CommunityPro® PORTAL. To access your profile use TestUser as the User ID to log-in.

Do not reply to this email. This email address does not accept incoming messages. To ensure delivery to your inbox, please add communityassociation@sentrymgt.com to your safe senders list.