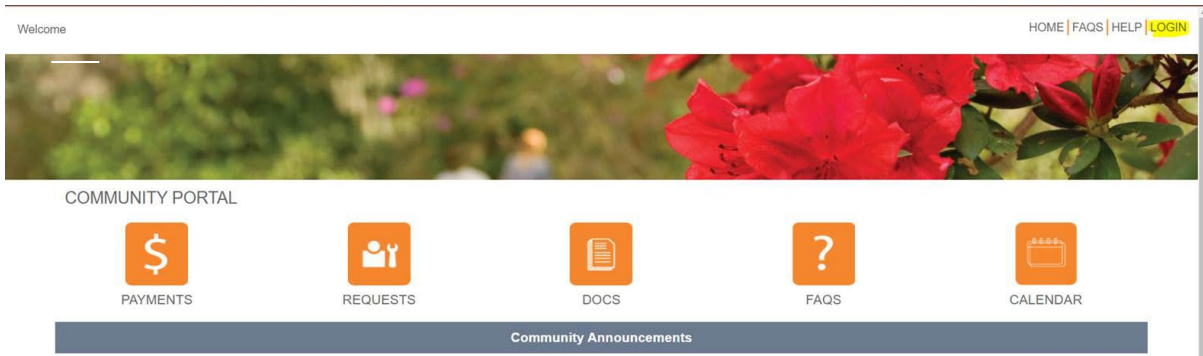
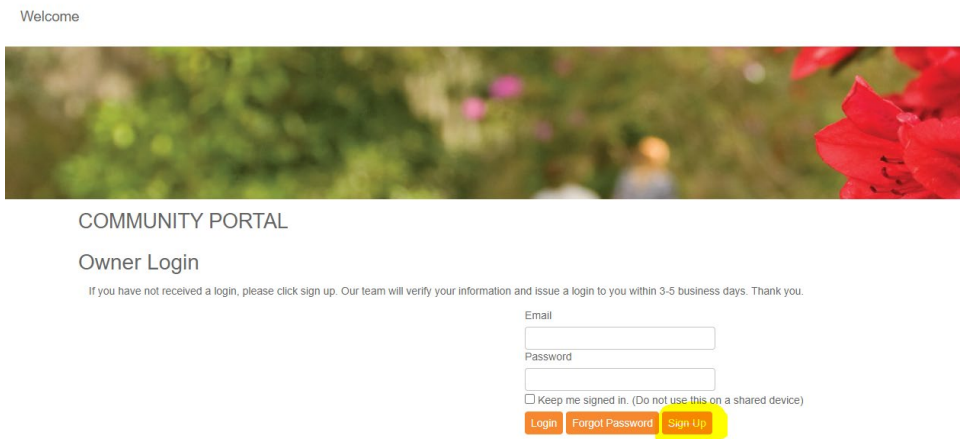


1. Go to <https://portal.rizzetta.com/>, click on LOGIN at the top right of the screen (see below snip). This program works best on a desktop computer or laptop using Google Chrome or FireFox web browser.



2. Click on Sign Up under the Email and Password boxes on the Owner Login screen

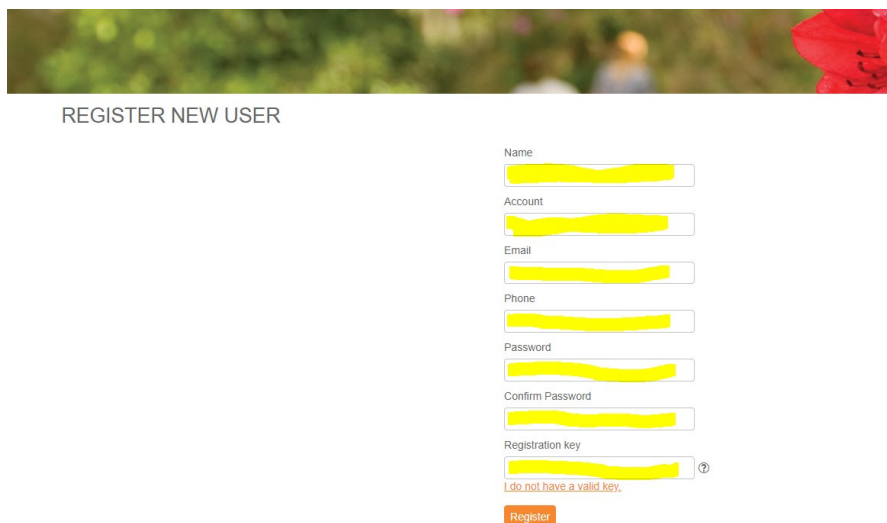


3. Fill in all boxes on the Register New User screen and click register

Your Account Number is _____ and your Portal Key is _____.

These two numbers must be filled in exactly for the system to recognize you.

The Email and Password you use for the Register New User form will be your username and password to get into the Portal after your registration



Once you register you will be on your “Owner Dashboard” screen. This screen gives you an overview of your upcoming Assessments or if there are any Open Issues (service requests, etc.).

Welcome Oliver Ownerf HOME | FAQs | HELP | LOGOUT

Owner

- Dashboard
- My Account
- Make a Payment
- My Items
- My Contact Info
- My Login
- ARC Request
- Submit a Request

Association

- Calendar & Events
- Directory
- Documents

Owner Dashboard

Account Information - Balance: \$0.00

Upcoming Assessments

Monthly Assessment \$219.00 on 07/01/2017 Special Assessment \$50.00 on 07/01/2017 for 741 Dahlia Rd

[View Account](#)

Recurring Payments

Recurring Payments

No scheduled payments

[View Recurring Payments](#)

Open Issues - 1

ARC Request - ARC Review

[Read More](#)

PAYMENTS REQUESTS DOCS FAQs

Dashboard: This menu takes you back to the original screen.

My Account: This menu will show you your payment history

My Items: This menu will show you the status of any inquiries or service requests you have made through the “Other Request” menu (see below).

My Contact Info: This menu will allow you to verify your contact information as well as indicate how you would like our office to communicate with you (i.e. via E-Mail, text, or paper).

My Login: This menu allows you to change your password to the homeowner portal.

Submit A Request: This menu gives you ways to communicate with us electronically. Options include Billing Question, General Question, and Service/Maintenance Request. These requests will be routed to the appropriate person to assist.

Calendar & Events: This menu will show you your community calendar, including amenity center/clubhouse reservations if applicable.

Directory: This menu will give you a directory of your association’s Directors and Committee Members (if applicable).

Documents: This menu is where you will find your community’s governing documents, including Rules and Regulations, financials, and Welcome Packet.

ONLINE PAYMENT PORTAL INFORMATION

Click on “Make a Payment” on the left menu or click the “Payments” button on the bottom of the page.

The screenshot shows the 'COMMUNITY PORTAL' interface for an 'Owner'. At the top left, it says 'Welcome Oliver Owner' and at the top right, there are links for 'HOME | FAQs | HELP | LOGOUT'. On the left side, there is a navigation menu with the following items: 'Owner', 'Dashboard', 'My Account', 'Make a Payment' (circled in red), 'My Issues', 'My Contact Info', 'My Login', 'ARC Request', and 'Submit a Request'. Below these are 'Association' links: 'Calendar & Events', 'Directory', and 'Documents'. The main content area is titled 'Owner Dashboard' and contains several sections: 'Account Information - Balance: \$0.00', 'Upcoming Assessments' (listing a monthly assessment of \$210.00 and a special assessment of \$50.00), 'Recurring Payments' (stating 'No scheduled payments'), and 'Open Issues - 1' (listing an 'ARC Request - ARC Review'). At the bottom of the dashboard, there are four large orange buttons: 'PAYMENTS' (with a dollar sign icon and circled in red), 'REQUESTS' (with a person icon), 'DOCS' (with a document icon), and 'FAQS' (with a question mark icon).