

HOW TO EDIT AND ADD DOCS TO A MODIFICATION ON THE RESIDENT PORTAL

Sign into your resident portal by visiting www.pinespropertymanagement.com Resident portal

Your window will look like the below window. Select **View and add ACC Plans**.

The screenshot shows the SilverLakes Community Association Homeowner Account Portal. The header includes the logo and the text "SilverLakes Community Association, Inc. Homeowner Account Portal". A left sidebar contains navigation links: Home, PPM Home, SilverLakes.ne, Announcemer, Chat with us, Comcast Subs, Documents, Event Registra, Help Desk, Links, My Profile, Account Info, and Reservations. The main content area is divided into several sections:

- Account Info:** Displays account details for Account Number 00COMMON-703701, Property Address 901 NW 178 AVE, Last Payment Date, Last Payment Amount \$0.00, and Current Balance Due. It includes buttons for "View Account Detail" and "Pay Now". Below this, it shows "Architecturals: 2" with a link to "View and add ACC Plans", and "Requests: 0", "Violations: 0", and "Work Orders: 0" with their respective links.
- What's New:** Shows a message: "Show items added in the last 0 days. Go. There has been no new activity in the last 0 days. You last logged in on 09/18/2020 at 8:07 AM".
- Documents:** A section with a "Documents" link.
- Links:** A section with "Misc" and "Nuisance Alligators" links.
- Announcements:** A section with a "No Street Parking Presentation" announcement: "Street Parking Presentation. Please review regarding the Association rules created due to City and National Fire Code."

Once you have selected **View and add ACC Plans** you will be directed to the below window. You can see all the open modification request for your property. **BE VERY CAREFUL AND CHOOSE THE CORRECT MODIFICATION YOU HAVE BEEN INSTRUCTED TO ADD MISSING DOCUMENTS FOR.** Click the title to be taken to the next steps.

The screenshot shows the "Manage: ACC Plans" page in the SilverLakes Community Association Homeowner Account Portal. The header includes the logo and the text "SilverLakes Community Association, Inc. Homeowner Account Portal". The left sidebar is the same as in the previous screenshot. The main content area displays a table of ACC Plans with the following columns: Id, Title, Type, Status, Created, To MgmtCo, Decision, Docs, and Edit. The table contains two rows of data:

Id	Title	Type	Status	Created	To MgmtCo	Decision	Docs	Edit
311141	SAMPLE	Painting		09/18/2020				
311060	Sample	Miscellaneous		09/17/2020				

You have now reached your modification. If you need to edit the modification detail select **EDIT**. To **Add** documents on the Documents section highlighted on the below sample. If you were missing initials for description of work on your modification form. You can access a new one on the right-hand side. You will need to download the form and attach to the documents section as well. Select **Done**

SilverLakes Community Association, Inc.
Homeowner Account Portal

ACC Plans - SAMPLE

Done Edit Delete

Plan Info

Name: SILVERLAKES COMMON AREA
 Address: 901 NW 178 AVE
 Status: [Submit Plan to Management Company](#)
 This Plan has not yet been submitted for management company review
 Id: 311141
 Title: SAMPLE
 Type:
 Description: SAMPLE
 Documents: [Add Document](#)
 There are no documents attached to this plan

Submittal Documents

Type	Document	Required	Supplied
SI Mod Form	FORW Silverlakes Mod 1-4-18.pdf	Y	

Additional documents are needed before the plan can be submitted

You have completed adding documents to your existng modification