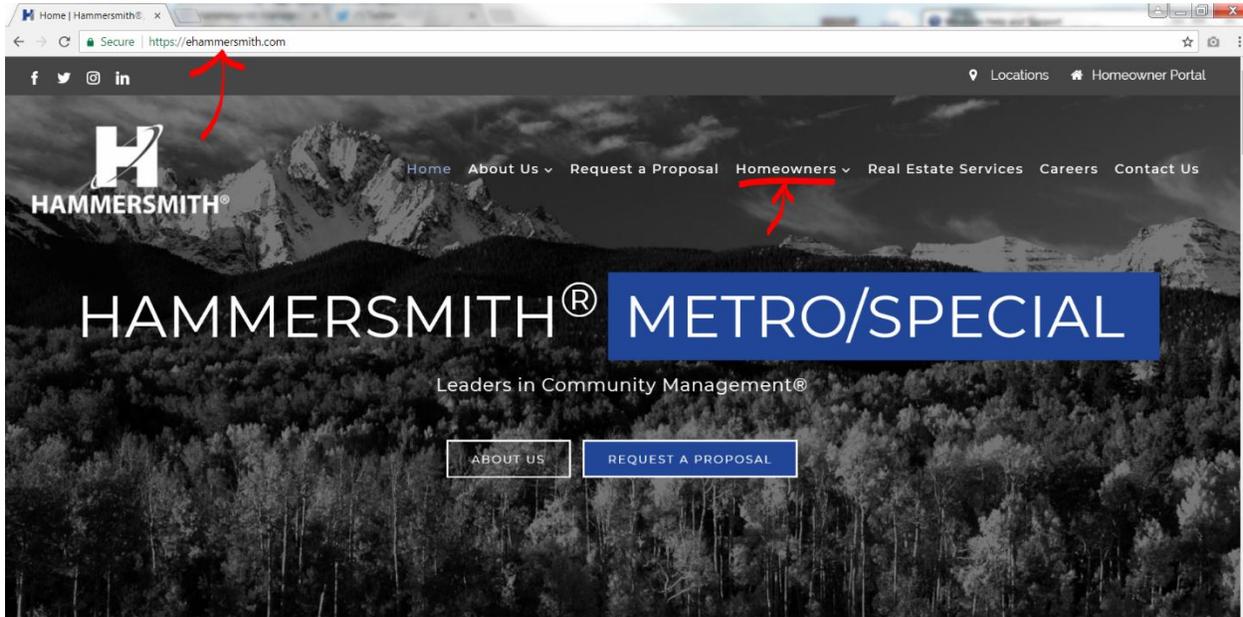


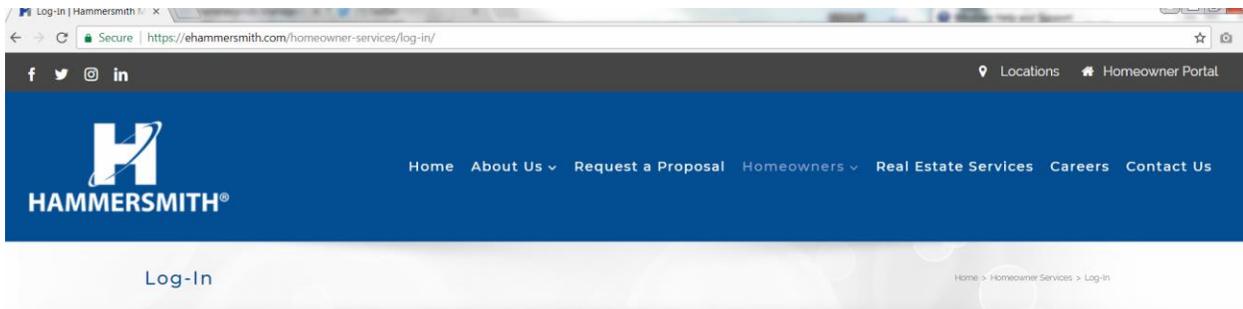


HAMMERSMITH®

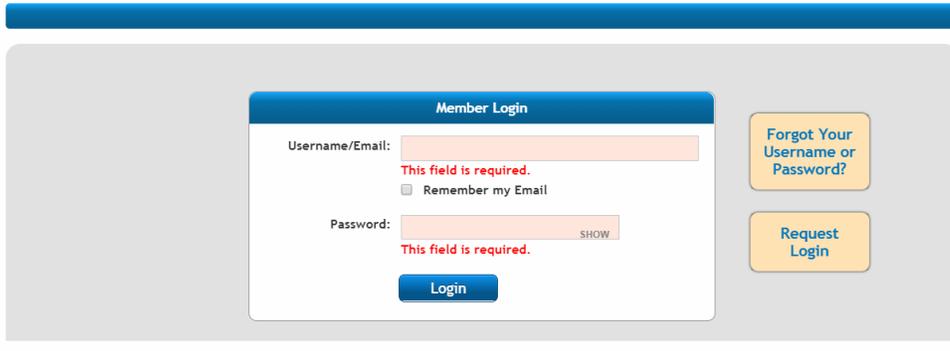
Homeowner Portal How-To



Visit eHammersmith.com. Then hover over the 'Homeowners' tab. You will see multiple dropdowns, the first one being 'Homeowner Log-in.' Click on 'Homeowner Log-in.'



Type your Association name in the search bar. Once you see your Association name in the dropdown, click on it.



Member Login

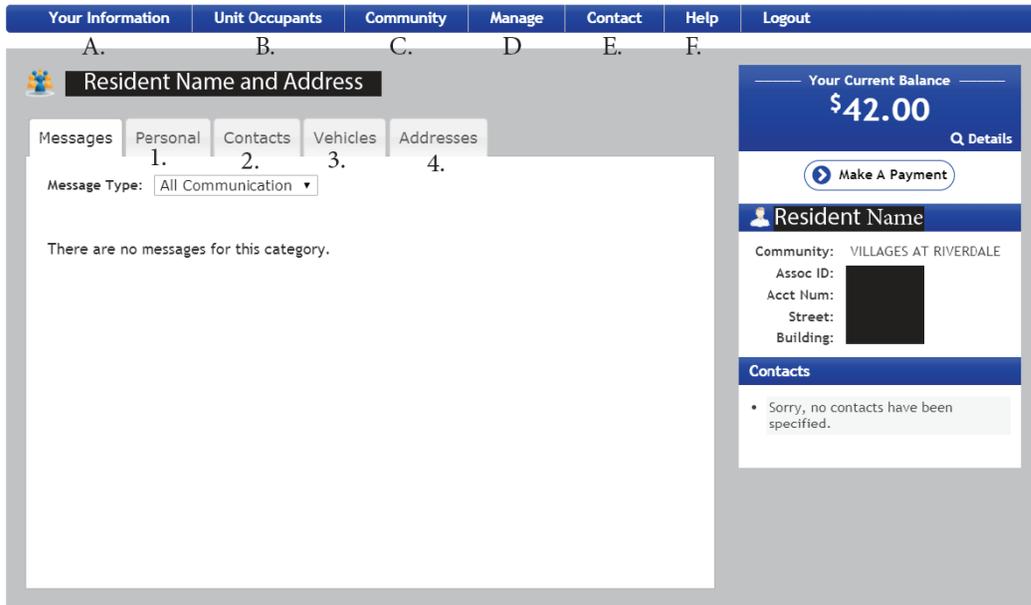
Username/Email:
This field is required.

Remember my Email

Password: SHOW
This field is required.

© 2018 Pilera - Privacy Policy

This will take you to the Homeowner Portal, powered by Pilera, log-in page. Enter your Username and Password. If you are new to Pilera, click on 'Request Log-in'.



Your Information Unit Occupants Community Manage Contact Help Logout

A. B. C. D. E. F.

Resident Name and Address

Messages Personal Contacts Vehicles Addresses

1. 2. 3. 4.

Message Type:

There are no messages for this category.

Your Current Balance

\$42.00 Q Details

Resident Name

Community: VILLAGES AT RIVERDALE
Assoc ID:
Acct Num:
Street:
Building:

Contacts

- Sorry, no contacts have been specified.

After you login, you will see your homepage. Your homepage will display your current balance, address, and allow you the ability to access other informational tabs.



White Tabs- Numbered on the above image

1. This tab displays your personal information such as:
 - Name
 - Address
 - Contact information
 - Gives you the ability to update your email and phone number
2. You are able to add other contacts to your residence for more than one occupant so they are able to receive updates and information.
3. Some properties require vehicle(s) to be registered. Here you would enter the year, make, model and license plate number of your vehicle, if required.
4. On the address tab, you are able to list your preferred billing address.

Blue Tabs- Alphabetical on the above image

- A. If you hover over 'Your Information' you will see the following dropdowns:
 - Personal- Lists your personal information.
 - Financials-Keeps track of your past and present balances and shows transaction history.
 - Packages- This is used for most high-rise buildings. If a package is delivered and the concierge is responsible for notifying you, they can do it this way.
 - Unit Pets- Some properties require pets to be registered.
- B. Unit Occupants- This will show the people (adults) living in the residence. It keeps track of the communication preference for each occupant.
- C. If you hover over 'Community' you will see the following dropdowns:
 - Calendar- If your Community has a calendar, it will appear here.
 - Events- This tab will inform you of any Community events.
 - Documents- This will provide your Community's Governing Documents, Rules and Regulations, meeting minutes, etc.
 - Knowledge Base- Here you will find useful information about your Community. You are able to search keywords. For example, if your Community has a trash day and you are unsure of what day, you are able to search 'trash' and it will pull all the information the knowledge base has on that topic.
- D. If you hover over 'Manage' the following dropdown will show:
 - Your username and password- Here you are able to edit your username and password.
- E. Contact- This will give you the option to send a message to your Community Manager.
- F. Help- This will take you to the Pitera help center FAQ page.
- G. Logout- This will log you out of your account.