



Crest-Management.com
New Homeowner Registration

Click on “Homeowner Login”

ONLINE PAYMENTS BOARD PORTAL LOGIN CLOSING DOCUMENTS **REQUEST PROPOSAL**

Search by Community Name or Home Address Search

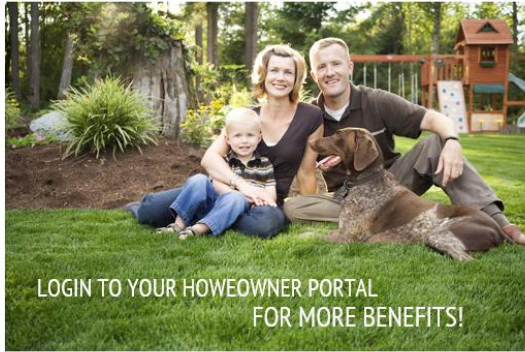
C

HOME COMMUNITIES OUR SERVICES CONTACT BLOG

Your Community Partner

BOARD MEMBER LOGIN	HOMEOWNER LOGIN	CLOSING DOCUMENTS	CAREER OPPORTUNITIES	OUR COMPANY
Welcome board member, feel free to login and view your community information.	Welcome homeowner, we have made it easy for you to learn more about your community.	Request a statement of account, resale certificate, title quote and more.	At Crest, we are always looking for the best talent in the industry. Join us!	We strive to be your community partner by providing our best.
Board Portal Login Payable Lockbox Login	Pool Registration Form Exterior Modification Request Form	Request Resale Certificate Request Title Quote	Submit Resume Contact Us	Online Payments Request Proposal

Home Owner Portal Login



Please log in to to view your account balance and more details.
Don't have an account? Simply click "[Request Access](#)" to setup an account.
Unable to access your account or need assistance? Please contact us at
info@crest-management.com or 281-579-0761

LOGIN TO HOME OWNER PORTAL

Welcome homeowner, we have made it easy for you to [learn more about your community.](#)

[Forgot Password?](#)

Email

Password

Remember Me

Login

Make a Quick Payment

Make online payments directly to your account. No login necessary.

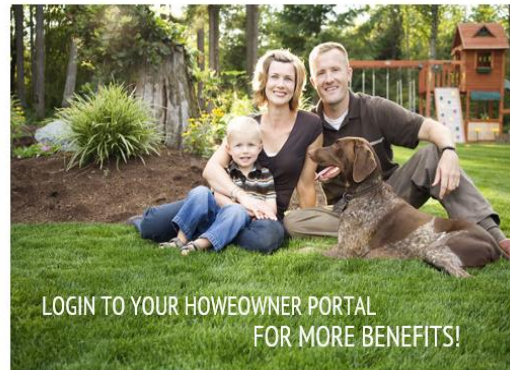


REQUEST TEMPORARY PASSWORD

Welcome homeowner, if you do not have an account please click here to get started.

- ▶ If you received a temporary password enter it in the password field along with your email address. Then select Login. It will then prompt you to personalize your password.
- ▶ If you do not have a code then select Request Temporary Password.
- ▶ Please note the temporary password is for a one-time use only.
- ▶ Also note if you own multiple homes managed by Crest you will need to obtain a temporary password and login for each home.

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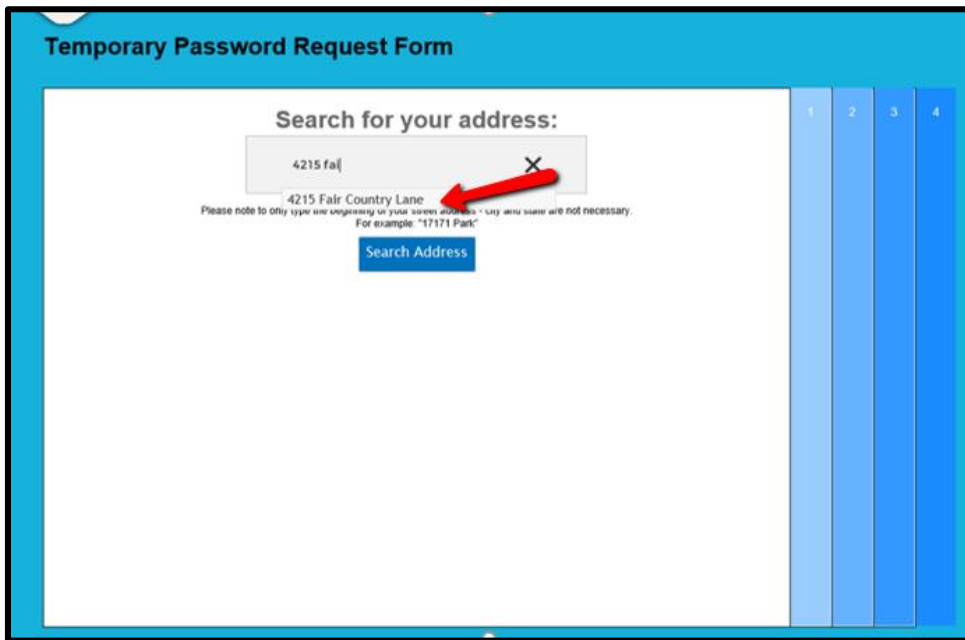
Temporary Password Request Form

Search for your address:

4215 fa|

4215 Fair Country Lane
Please note to only type the beginning of your street address - city and state are not necessary.
For example: "17171 Park"

1 2 3 4



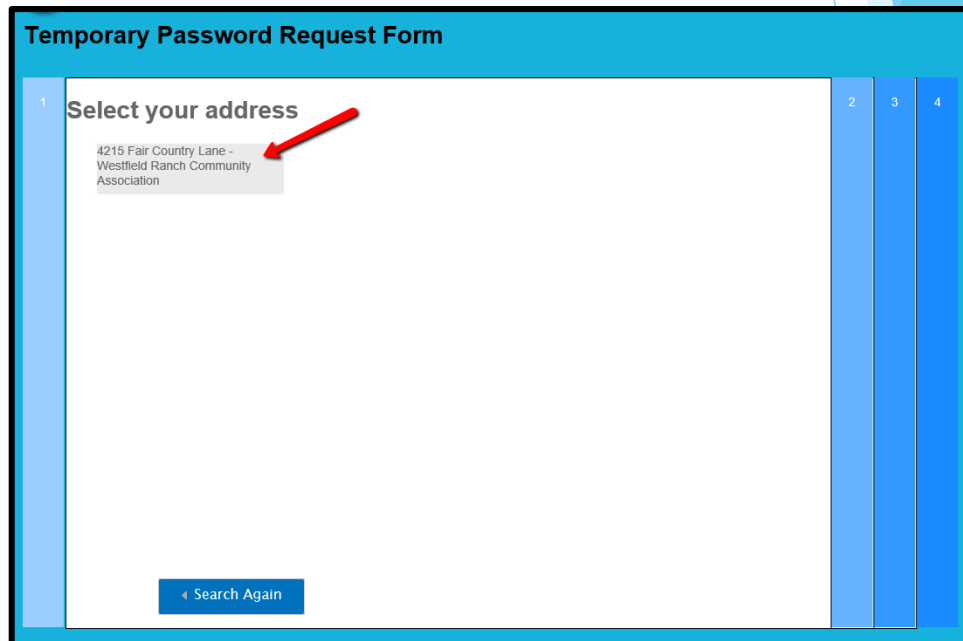
- ▶ Type your Address in the blank field and select the correct one from the drop down list. Then select Search Address.
- ▶ Please note to only type the beginning of the street address - city and state are not necessary.

Temporary Password Request Form

1 Select your address

4215 Fair Country Lane -
Westfield Ranch Community
Association

2 3 4



- ▶ Select your address from the list.

Fill out remaining fields and then click Submit

Temporary Password Request Form

1	2	<input type="text" value="Kelly Smith"/>	<input type="text" value="4215 Fair Country Lane"/>	3	4
		<input type="text" value="temppasstest1@gmail.com"/>	<input checked="" type="radio"/> Owner <input type="radio"/> Tenant		
		Temporary Password Delivery Method If you do not want to submit proof of residency, please select mail. <input type="radio"/> Email <input checked="" type="radio"/> Mail	Proof of residency State ID <input type="text"/> <input type="button" value="Browse..."/> Address Document <input type="text"/> <input type="button" value="Browse..."/>		
		Why do I need to include documents? documents are used for verification purposes only. In order to protect your information we require that you show proof of residence by supplying the following documents: 1. A state issued picture ID <ul style="list-style-type: none">• Drivers License• State ID 2. Document with the address you provided <ul style="list-style-type: none">• Closing Document• Utility Bill• Lease All documents will be securely deleted once the registration process is complete. For more information on how we protect your information please refer to our Privacy Policy			
		<input type="button" value="◀ Select Address"/>	<input type="button" value="Submit"/>		

- ▶ It will take you to a confirmation screen and send you a confirmation email within minutes.
- ▶ If you do not receive the confirmation email please contact our office at 281-579-0761

Request Access Confirmation

DO_NOT_REPLY

Sent: Thu 2/11/2016 11:27 AM

To:  Kelly Sigmund

Your request for access has been submitted


An Associate from Crest Management will contact you if your application is incomplete.

For your records, please print this Email containing your completed form.

Please add the address [Do Not Reply@crest-management.com](mailto:Do_Not_Reply@crest-management.com) to your safe sender list, to avoid any delays in receiving your documents.

Manager Authorization Approval Task

- ▶ You will receive a new task in your task list ready for approval.
- ▶ Click on “A new request for homeowner access has been made”.

A new request for homeowner
access has been made  NEW

201 Bailey
Brook Lane

Kelly Arizpe

kelly.sigmund@crest-
management.com

Not
Started

- ▶ Open the documents that the homeowner provided and verify their proof of residency.

Tasks - A new request for homeowner access has been...

View

Version History Alert Me


Edit Item Manage Permissions Delete Item

Manage Actions

Title	A new request for homeowner access has been made
Assigned To	Kelly Arizpe
SubmittedName	Kelly Sigmund
ResidentType	Owner
CommunityName	Bay Colony Parkside C.A.
Address	201 Bailey Brook Lane
Name1	RESIDENT
Name2	
AccountNumber	108BV0103043
BALANCEDUE	
AccessCodeDeliveryMethod	Email
SubmissionDocuments	3103 Dogwood 1.pdf 514 Cypress Vista.pdf
RequestAction	No Decision
DenialReason	
Due Date	2/13/2016

Content Type: RequestPortalAccessCT
Version: 1.0
Created at 2/11/2016 11:30 AM by System Account
Last modified at 2/11/2016 11:30 AM by System Account

Close



- ▶ To complete the task, click on “Edit Item”

The screenshot shows a web application window with a title bar that reads "Tasks - A new request for homeowner access has been...". Below the title bar is a "View" tab and a toolbar containing several icons and labels: "Edit Item" (with a pencil icon), "Delete Item" (with a trash can icon), "Manage" (with a gear icon), "Version History" (with a document icon), "Manage Permissions" (with a lock icon), and "Alert Me" (with a bell icon). A red arrow points to the "Edit Item" icon. Below the toolbar is a table of request details.

Title	A new request for homeowner access has been made
Assigned To	Kelly Arizpe
SubmittedName	Kelly Sigmund
ResidentType	Owner
CommunityName	Bay Colony Parkside C.A.
Address	201 Bailey Brook Lane
Name1	RESIDENT
Name2	
AccountNumber	108BV0103043
BALANCEDUE	
AccessCodeDeliveryMethod	Email
SubmissionDocuments	3103 Dogwood 1.pdf 514 Cypress Vista.pdf
RequestAction	No Decision
DenialReason	
Due Date	2/13/2016

Content Type: RequestPortalAccessCT
Version: 1.0
Created at 2/11/2016 11:30 AM by [System Account](#)
Last modified at 2/11/2016 11:30 AM by [System Account](#)

Close

- ▶ Compare the name that the requestor provided with the name we have in Crest. Once you have come to a decision fill out the decision fields (just like EMR) and hit save. You must put a reason - approved as submitted or the reason for the denial.
- ▶ If the homeowner chose the mail option it is automatically approved. No documents need to be loaded.

Tasks - A new request for homeowner access has been...

Edit

Save Cancel Paste Copy Cut Delete Item Attach File Spelling

Commit Clipboard Actions Spelling

Content Type RequestPortalAccessCT
Workflow Task for Access Request

Title * A new request for homeowner access has been made

Assigned To Kelly Arizpe ;
Enter users separated with semicolons.

SubmittedName Kelly Sigmund
bm

ResidentType Owner

CommunityName Bay Colony Parkside C.A.

Address 201 Bailey Brook Lane

Name1 RESIDENT

Name2

AccountNumber 108BV0103043

BALANCEDUE

AccessCodeDeliveryMethod Email

SubmissionDocuments 3103 Dogwood 1.pdf
514 Cypress Vista.pdf

RequestAction Approved

DenialReason Approved as submitted.

Due Date 2/13/2016

Version: 1.0
Created at 2/11/2016 11:30 AM by System Account
Last modified at 2/11/2016 11:30 AM by System Account

Save Cancel

- ▶ If the homeowner chose email delivery method they will then receive an email with the decision.
- ▶ If the homeowner chose mail delivery method you will receive a task to print their letter.

Your homeowner portal request has been approved

DO_NOT_REPLY

Sent: Thu 2/11/2016 11:39 AM

To:  Kelly Sigmund



Crest Management Company
Your Community Partner



Your request to access the homeowner portal has been approved.

Please use the access code found in this email to finish the registration process.

Access code: SqualidDamaging32

[Finish Request](#)

- ▶ After entering the temporary password it will take you to a screen to enter your personalized password, accept the terms and conditions and click Submit.

4215 Fair Country Lane

tempasstest1@gmail.com

Board Meeting

Kelly Smith

Enter New Password

••••••••

Confirm New Password

••••••••

Terms and Conditions
Crest Management has created this Privacy Policy to inform those concerned with how their Personally identifiable information ("PII") is being used online. PII, as used in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read this Privacy Policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your PII in accordance with our website. 1. HOW OUR PRIVACY POLICY WORKS Crest Management cares about your Privacy. Your personal data, content, subscriptions, interests, and clicks are all private. Advertisers are NOT partners and content is not mined for marketing purposes. We don't sell your information to mailing lists, third parties, or allow search engines to access your information. Crest Management reserves the right to

I agree to the terms and conditions

Submit