

USING THE CMS PORTAL for Homeowner Account & HOA Information

1. Call your CMS HOA account manager (407.359.7202).
 - confirm your email is registered with CMS Orlando on your account.
 - If not, you must submit your email address in writing be added to your profile.
2. You will be provided a one-time use portal key by CMS to be used at registration.
3. Using the link <https://portal.cmsorlando.com/Home/Login>, click Sign Up.

Welcome HOME | FAQs | HELP | LOGIN

WOODSIDE VILLAGE HOMEOWNER'S ASSOCIATION, INC.

Owner Login

Email
Password

Keep me signed in. (Do not use this on a shared device)

Login Forgot Password Sign Up

1. CMS confirmed your email is functional for the portal.
2. You have your portal key from CMS.
3. Click Sign Up.

4. Follow the steps for registration.

Welcome

REGISTER NEW USER

Name
Account
Email
Phone
Password
Confirm Password
Registration Key
I do not have a valid key.
Register

create & confirm a password

from CMS

5. Once the registration is completed, CMS will need to “accept” the registration.
6. After registration is accepted, you can access the portal.

Documents menu item: homeowner can access all governing documents, all forms, current budget HOA meeting minutes, etc.

The screenshot shows a web application interface for the Woodside Village Homeowner's Association, Inc. The top header features the association's name. A left-hand navigation menu is divided into 'Owner' and 'Association' sections. The 'Documents' menu item is highlighted in yellow. The main content area, titled 'Documents', shows a dropdown menu for 'Woodside Village Homeowne...' and a tree view of document categories and files.

Owner

- My Account
- Dashboard
- Make a Payment
- My Items
- My Contact Info
- My Login

Association

- Calendar & Events
- Documents**

Documents

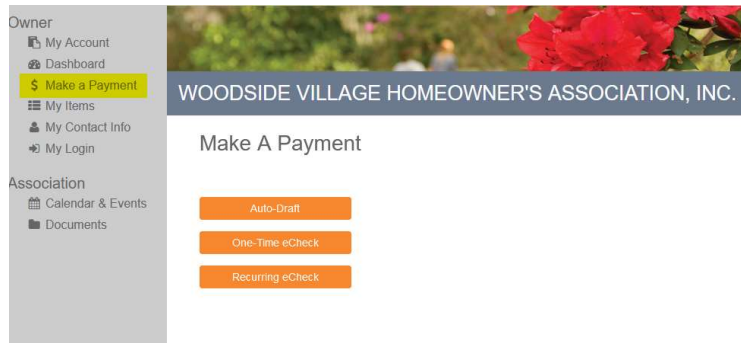
Woodside Village Homeowne... ▼

Documents

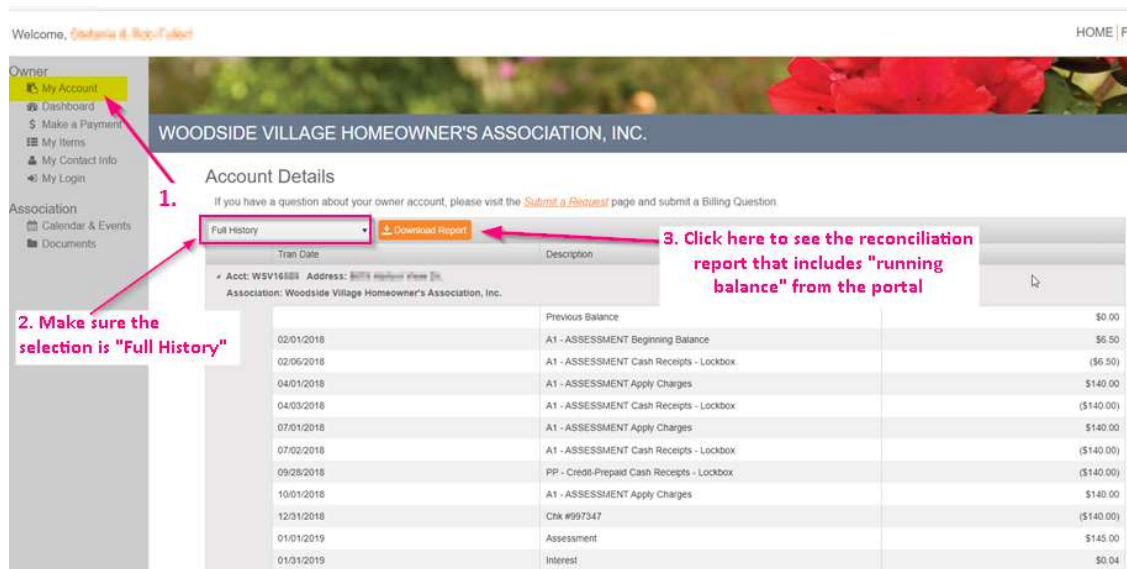
- Documents
 - Budgets
 - WSV 2019 Approved Budget.pdf
 - WSV 2020 Approved Budget.pdf
 - WSV 2021 Approved Budget.pdf
 - Forms
 - ARC
 - WSV_ARC_Application.pdf
 - Facility Use Application
 - WSV Pool Facility Reservation.pdf
 - Gate Application
 - WSV_ProximityCard Form.pdf
 - Governing Documents & CCR's
 - WSV-Governing Documents.pdf
 - Minutes - Approved
 - WSV 02.09.2021-Meeting Minutes Approved.pdf
 - WSV 04.13.2021-Meeting Minutes Approved .pdf
 - WSV 05.11.2021 Meeting Minutes Approved.pdf
 - WSV 06.08.2021 Meeting Minutes Approved .pdf
 - WSV 07.13.2021 Meeting Minutes Approved.pdf
 - WSV 1.12.2021-Meeting Minutes Approved.pdf
 - Web Financials
 - 2018
 - 2019
 - 2020
 - 2021
 - 01 Financials.pdf
 - 02 Financials.pdf
 - 03 Financials.pdf
 - 04 Financials.pdf
 - 05 Financials.pdf
 - 06 Financials.pdf
 - 07 Financials.pdf
 - Welcome Packet

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Make A Payment menu option: 3 options for payments



My Account menu item: homeowner can see an up-to-date account financial statement showing all debits and credits applied in sequential order:



2. Select Full History in the drop down.

3. CLICK the **Download Report** function to see a reconciliation report including debits, credits, and running balance in sequential order (opens in new tab).

Woodside Village Homeowner's Association, Inc.

Homeowner Transaction History 1/1/1980 - 9/1/2021

Date	Description	Charge	Payment	Balance
2/1/2018	A1 - ASSESSMENT Beginning Balance	\$6.50	-	\$6.50
2/6/2018	A1 - ASSESSMENT Cash Receipts - Lockbox	-	(\$6.50)	\$0.00
4/1/2018	A1 - ASSESSMENT Apply Charges	\$140.00	-	\$140.00
4/3/2018	A1 - ASSESSMENT Cash Receipts - Lockbox	-	(\$140.00)	\$0.00
7/1/2018	A1 - ASSESSMENT Apply Charges	\$140.00	-	\$140.00
7/2/2018	A1 - ASSESSMENT Cash Receipts - Lockbox	-	(\$140.00)	\$0.00
9/28/2018	PP - Credit-Prepaid Cash Receipts - Lockbox	-	(\$140.00)	(\$140.00)
10/1/2018	A1 - ASSESSMENT Apply Charges	\$140.00	-	\$0.00
12/31/2018	Chk #997347	-	(\$140.00)	(\$140.00)
1/1/2019	Assessment	\$145.00	-	\$5.00
1/31/2019	Interest	\$0.04	-	\$5.04
2/28/2019	Interest	\$0.04	-	\$5.08
3/29/2019	Chk #997392	-	(\$140.00)	(\$134.92)
3/31/2019	Interest	\$0.04	-	(\$134.88)
4/1/2019	Assessment	\$145.00	-	\$10.12
4/30/2019	Interest	\$0.08	-	\$10.20
5/16/2019	Chk #997458	-	(\$10.20)	\$0.00
6/28/2019	Chk #997459	-	(\$145.00)	(\$145.00)
7/1/2019	Assessment	\$145.00	-	\$0.00