

Caliber Portal

Registration and Login Instructions

(Login box: https://mail-exchange.mgmt-assoc.com/CaliberWeb2_MAA/default.aspx#/)

*Welcome to Management and Associates, we
are excited to be serving your association!*

Caliber Portal allows a homeowner or assigned board member online access to important items that are directly connected to our accounting & management system, Caliber Software.

This service provides **YOU**, the homeowner, with an online portal that directly connects **YOU with US**.

Services provided are:

- The ability to update profile information such as email addresses, phone numbers, and emergency contact information.
- View account balances and transactions.
- Make online payments with a credit card, debit card, or e-check using PayLease our online payment service.
- Monitor compliance issues related to the homeowner account.
- View and submit maintenance issues related to the account and in the association common areas.

First Time Users will need to register online to access the portal.

1. To begin the registration process go to www.mgmt-assoc.com and click on "Log in to the Portal".
2. Click on the "Create Login" link underneath the "Login" button.
3. You will need your Management and Associates account number to start the registration process.

Each homeowner pays a maintenance fee, which means they have an account number. The account number can be found on the top of the coupons that were sent after you purchased your home.

iatio	Coupon # 0001	Account Number 1086920015	Date Due 11/1/2016	Amount Due \$525.00
Make check payable to: Example Association				
NAME 123 SOMEWHERE LN PARADISE, FL 34567			Example Association c/o Management & Associates PO Box 30450 Tampa, FL 33630-3450	
12340107107404001200000525004				

****If you do not have
your account number
please call Management
and Associates and
someone can assist you.**

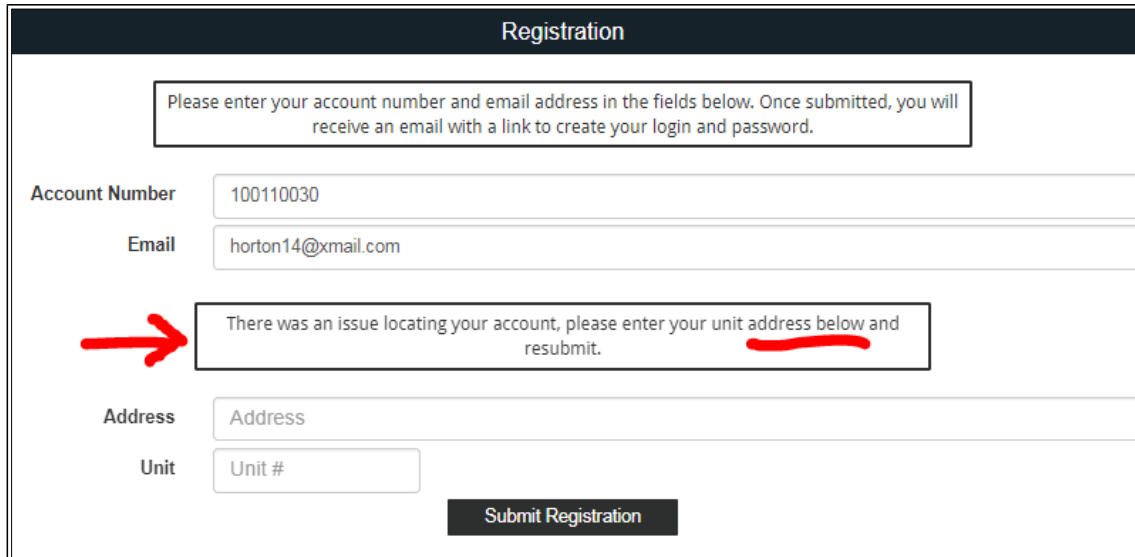
813-433-2000

4. After you have entered in your account number and a valid email address.
5. Click "Submit Registration".

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6. If your email has not been added to Caliber previously then a pop up will appear with an error message:



The screenshot shows a registration form titled "Registration". At the top, a message box says: "Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password." Below this, there are input fields for "Account Number" (containing "100110030") and "Email" (containing "horton14@xmail.com"). A red arrow points to a message box that says: "There was an issue locating your account, please enter your unit address below and resubmit." The word "address" in this message is underlined in red. Below the message box are input fields for "Address" (containing "Address") and "Unit" (containing "Unit #"). At the bottom right of the form is a "Submit Registration" button.

7. Caliber will then ask you to enter your property address.
- Please enter your address exactly as it appears on your coupon book.
 - If you do not have a unit #, please leave this field blank.
8. Click "Submit Registration"
9. If there are multiple owners listed, you must select your name.
10. Once the registration is accepted, you will be directed to your email.
11. You will look for an email from "Caliber Portal".
- *This email may be automatically directly to your "Spam" or "Junk" folder.*
12. Follow the instructions provided in the email to create a username and password.
13. Once you have created your username and password you will be directed to the portal.

If additional assistance is needed please email Tara with Management and Associates:

- Email: tmartinez@mgmt-assoc.com