HOW TO USE APPFOLIO

To use AppFolio, you must first email hoaoaksofbuenavista@gmail.com to gain access to your account. Once a Board member has registered your account, follow the instructions below.

Download the AppFolio app via the Apple App Store or Google Play Store. The app is named "Online Portal by AppFolio.

2

After a HOA Board member has registered your account, you will receive an email to "Activate Now". Click the button to begin.

Home Your Current Balance There is nothing for you to pay. Pay Now Set Up Autopay Description Amount Total Balance So.00 Architectural Reviews Submit New Review You have not submitted any architectural reviews See All Maintenance Requests

The Oaks of Buena Vista HOA - Join Your Online Portal Today

It's time to join your community online! You're invited to set up your Online Portal – a fast, easy, and secure way to stay in the loop and get access to convenient tools:

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nd get access to convenient tools: Request architectural reviews – Get approval on changes to your home. Neview shared documents – Easily pull up the information you need. Submit maintenance requests – Quickly file requests and track their status. Access from any device – Stay connected with the Online Portal

Hi Jossira



Once you enter your email and create a password, you will now have access to AppFolio. You should see a screen similar to this.

HOW TO USE APPFOLIO

HELLO Jessica Barefoot	menu		
Home	Home		
Payments	Your Current Balance		
Maintenance	There is nothing for you 1		
Shared Documents	Pay Now		
Insurance	Set Up Autor		
Compliance			
Property Details	Total Balance		
Account Profile			
Help	Architectural Review		
Log Out	Submit New Re		
	You have not submitted any a		
	Maintenance Reques		

Click the Menu button in the top left corner and c	lick
Payments.	

menu		menu	0.0
Payments		Set Up Autopay	
Your Current Balance There is nothing for you to	pay.	Description Total Balance	Amount \$0.00
Pay Now Set Up Autopay Description		Account Ledger Need more help understanding your balance? View full account ledger	
Total Balance Account Ledger Need more help understanding vo	\$0.00 ur balance?	Past Payments Paid on Confirmation #: Paid by You Includes Dues for 2020	\$150.00
View full account led	iger	The Oaks of Buena Vista HOA • Help · Terms · Privacy	PROPERTY MANAGER

5

Your current balance will show on the Payment screen. Here you will have the ability to add bank or credit card information to process your payment. Click Pay Now and authorize AppFolio to pay the selected amount for your HOA dues. You can also view Past Payments made through the AppFolio app.