

Vineyard Commons Homeowners Association

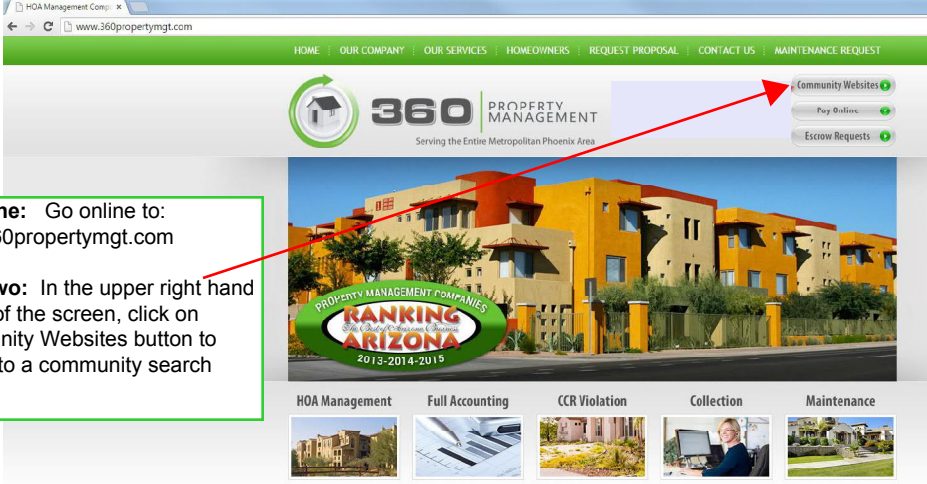
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www.360propertymgt.com

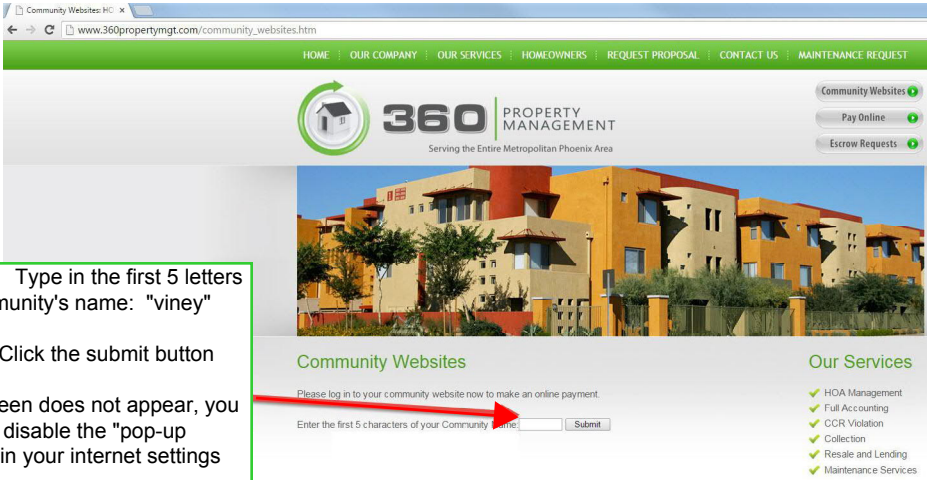
On February 1, 2019, a new web portal will enable you to log in and view and update your homeowner information, view account information, compliance violations and association documents as well as make an online payment. You can also process HOA community maintenance items and report compliance issues through this portal. Access the site by going to www.360propertymgt.com and following the instructions shown below. **Your email address MUST be on file with us to create a new user profile. Please contact us either by phone or email to provide your email address.** If you have any questions or problems logging in, please contact us at 602-863-3600.



Step One: Go online to: www.360propertymgt.com

Step Two: In the upper right hand corner of the screen, click on Community Websites button to enter into a community search page

The screenshot shows the homepage of 360 Property Management. The navigation bar includes: HOME, OUR COMPANY, OUR SERVICES, HOMEOWNERS, REQUEST PROPOSAL, CONTACT US, MAINTENANCE REQUEST. The main header features the 360 Property Management logo and the tagline 'Serving the Entire Metropolitan Phoenix Area'. Below the header is a large image of a modern apartment building with a 'RANKING' badge for 'PROPERTY MANAGEMENT COMPANIES' in 'ARIZONA' for '2013-2014-2015'. A grid of service icons includes HOA Management, Full Accounting, CCR Violation, Collection, and Maintenance. The 'Our Services' section lists: HOA Management, Full Accounting, CCR Violation, Collection, Resale and Lending, and Maintenance Services.



Step Three: Type in the first 5 letters of your community's name: "viney"

Step Four: Click the submit button

*If a new screen does not appear, you may need to disable the "pop-up blocker" within your internet settings

The screenshot shows the 'Community Websites' search page. The navigation bar is the same as the homepage. The main content area has a heading 'Community Websites' and a sub-heading 'Please log in to your community website now to make an online payment.' Below this is a search form with the text 'Enter the first 5 characters of your Community name:' followed by a text input field and a 'Submit' button. The 'Our Services' section is visible on the right side of the page.

Step Five: Once you are on the community screen, look to the mid-right side for a green button marked "Click Here to Login". Click that button. This will bring you to another page where you will choose the "Create Login" link.

Step Six: The following screen will ask you for the account # (the first 9 digits of the # that is provided in your welcome packet) and the email address that you have registered with 360 Community Management. To register your email address and contact information, you can either fill out and return the Residential Information form included in your welcome packet, email us at info@360propertymgt.com or call us at 602-863-3600 with your email information.

Step Seven: Once you have selected the "Submit Registration" button, the system will email you the registration link to finish the process.