

# STEVENSON, WILLIAMS MANAGEMENT COMPANY

REALTORS SINCE 1919

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Dear Homeowner,

For your convenience and improved security, Stevenson, Williams Management now provides an online Owner Access Portal. Using your internet-enabled device, you can make one-time payments, enroll in reoccurring ACH auto-payments, check your account status, view your open records, and more!

With the launch of this access portal, all banking data has been moved to a secure processor offering vastly greater security than we can offer in house. As such, Stevenson, Williams staff cannot view, edit, or manage your banking information. **Effective now, only you are able to directly manage and enroll in reoccurring ACH auto-payments debited from your bank.** If you are already enrolled in auto-payments, there is no need to re-enroll, but it is recommended you review your information.

To ensure your privacy, only homeowners who have an email address on file will receive a portal registration email. Without an email address on file with us, you will not be able to access the portal. **If you have not already provided your email address, please email your information to at [mmiller@stevensonwilliamsco.com](mailto:mmiller@stevensonwilliamsco.com). Please include:**

- Your community's name,
- Your name,
- Your address within the community,
- The email address you want on file.

This process is designed for the safety of your personal information, allowing us to verify each homeowner.

Once your email address has been opted into the system, you will receive an email to register.

For security purposes, a confirmation email will be sent to verify you are the owner of that email account. Please check your SPAM folder as it may be filtered automatically.

After you click the link in the confirmation email, your account will be registered. You can now log into your Owner Access Portal account using your email address and the password you created when you registered.

If you have any questions, please contact Mike Miller at [mmiller@stevensonwilliamsco.com](mailto:mmiller@stevensonwilliamsco.com).

Sincerely,  
Stevenson, Williams Management