

# CommunityPro®PORTAL

## TUTORIAL For HOMEOWNERS To:

### Register & Learn to Navigate in CommunityPro®PORTAL Login & Access Ledger Balances & Make Assessment Payments

This tutorial is designed to help Homeowner's "**Register**" into their Association's **CommunityPro®PORTAL**, find their ledger page and check their balance and/or to make online payments.

#### Sentry Website & CommunityPro®PORTAL System Requirements

- Windows 7, 8, 8.1, 10 Operating System
- Internet Explorer 11 (IE 11)
- Mozilla Firefox

Operating systems and browsers other than the ones listed above will experience compatibility issues with the website, as they are missing the modern components necessary for display, navigation, and functionality.

The site is compatible with iPad/Safari. The site works on iPhone/Safari, but it is not optimized for the iPhone. Make sure you are running the latest OS on your mobile device.

*Thank you* and we hope you enjoy using Sentry Management's exclusive **CommunityPro®PORTAL** and Payment Center.

1. To Register, please go to: [www.sentrymgmt.com](http://www.sentrymgmt.com) and click on "MY ACCOUNT".

**SENTRY**  
management.

FOR  
ASSOCIATION BOARDS

FOR  
HOMEOWNERS

HOME ORDER CLOSING DOCUMENTS CAREERS  
MY ACCOUNT MAKE A PAYMENT CONTACT US HIRE SENTRY



To create your unique Login credentials, you will need your **16-digit Account number** (as printed on your coupon):



**IF YOU DO NOT HAVE YOUR COUPON ...**

... simply call Sentry's Customer Service Team at 800-932-6636. Monday through Friday (8:30 am to 7:00 pm EST) **OR** contact your Community Association Manager.

**2. You are now at the Homeowner Login Page. Click on "New User Registration"** (located under the Homeowner Login button).

### HOMEOWNER LOGIN

  
  
**LOGIN >**

### WELCOME HOMEOWNER

Your Portal gives you access to important information about your personal account, your homeowner association, and allows you to stay connected to your community.

Once in your secure Portal, you can:

- Make online payments
- View your personal account and payment history
- Find Community Manager name, phone number & email address
- Access association documents like By-Laws, Rules & Regulations and Reports
- Sign up for emails from your association

- [Forgot Password?](#)
- [New User Registration](#)
- [Homeowner Site Guide](#)
- [Board Member Site Guide](#)

### CLICK BELOW FOR 5 EASY WAYS TO PAY



**3. This opens to the "New User Registration Page".**  
(a) Fill in all required fields. Please note: your **email address**, **User ID** (*choose a User ID that is alphanumeric, up to 8 characters*) and **Password** (*can be alphanumeric, 5 to 20 characters*) are **ALL** case sensitive. An email will be sent from Sentry confirming your User ID for future Logins.

**Important Information! As stated in the Sentry Privacy Policy: Your property address, phone number & email address is not shared or otherwise provided to any third party (excluding those who assist in operating and providing services) unless Statutorily required. We use your **Name and Address as recorded** in county and state records which is **public information**.**

**New User Registration**

Choose a User ID that is alphanumeric, up to 8 characters and a password that is alphanumeric, 5 to 20 characters.

E-mail address:

An email will be sent confirming your User Name for all future logins.

Desired User ID:

Desired Password:

Alphanumeric only, 5 to 20 characters. You may change your password at anytime.

Re-enter Password:

- Include my address in member directory
- Include my phone #'s in member directory
- Include my email addresses in member directory
- Receive correspondence via email
- Receive email blasts
- Opt out of assessment coupons

**MEMBERS DIRECTORY INFO**

This information will display in the Homeowner Directory. If you choose not to display any part of this information, uncheck the box before you register. You may change your preferences in the future by updating Your Profile after logging in.

**OPT OUT OF COUPON(S) INFO**

If you are making online payments and do not need payment coupons and envelopes mailed to you when the budget has been approved, you may opt out of receiving them. Late notice coupons will be mailed if payments are not received when due.

In order to receive pertinent and current information about your community you should allow your email address to be used for both receiving correspondence and email blasts (eBlasts). Remember--this information is not shared with third parties.

Should you opt out of receiving your assessment coupons because you pay by E-Check, Credit/Debit card or AUTOPAY, upon approval of your community's Annual Budget you will still be mailed one coupon which simply supplies your 16-digit Account # and amount of your new assessment.

Acct No. (as printed on your coupon) :



**3. (b) Type your 16-digit Account # into this text box.**

**Terms and Conditions**

THIS SITE AND RELATED INFORMATION ARE PROVIDED SUBJECT TO THESE TERMS AND CONDITIONS. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY. YOUR CONTINUED USE OF THIS SITE WILL INDICATE YOUR AGREEMENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, PROMPTLY EXIT THIS SITE.

**Sentry Privacy Policy**

We do not sell, trade or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating and providing services so long as those parties agree to keep this information confidential. We may release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. Occasionally, at our discretion, we may include or offer third party products or services on our website. These third party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. By using our site, you consent to our privacy policy.

I have read the Terms & Conditions of Use

**3. (c) Put a checkmark in the Box "I have read the Terms..." then click on "Register".**

4. Now you are registered as a Homeowner and the "Homeowner Login" screen will appear again. Simply enter your newly created Login credentials "User ID (Name)" and "Password" then click on the yellow "Login" button.

**MY ACCOUNT**

NEED A LITTLE HELP?  
**I WANT TO...** - Select -

**HOMEOWNER LOGIN**

ID  
Password

**LOGIN**

- Forgot Password?
- New User Registration
- Homeowner Site Guide
- Board Member Site Guide

**WELCOME HOMEOWNER**

Your Portal gives you access to important information about your personal account, your homeowner association, and allows you to stay connected to your community.

Once in your secure Portal, you can:

- Make online payments
- View your personal account and payment history
- Find Community Manager name, phone number & email address
- Access association documents like By-Laws, Rules & Regulations and Reports
- Sign up for emails from your association

**CLICK BELOW FOR 5 EASY WAYS TO PAY**

|                           |                       |   |                                      |   |
|---------------------------|-----------------------|---|--------------------------------------|---|
| <p><b>CREDIT CARD</b></p> | <p><b>E-CHECK</b></p> | <p><b>PHONE</b></p> <p>866.729.5327</p> | <p><b>MAIL</b></p> <p>Mail Today</p> | <p><b>AUTO-PAY</b></p> <p>Hassle Free</p> |
|---------------------------|-----------------------|---|--------------------------------------|---|

5. (a) Once logged in you see **Your Name** and your **Community Manager's** name and to the left of that you see **Menu Items** starting with "Close (Log Off)" and ending with "Contact Us".

**SENTRY**  
management.

**MY ACCOUNT**

NEED A LITTLE HELP?  
**I WANT TO...** - Select -

**SUNNYLAND ASSOCIATION INC**

Property Owner  
LARRY & LOUISE BATE  
210 MAGNOLIA BLVD #105  
ANYWHERE MISSISSIPPI

Community Manager  
JOHN SUNSHINE  
2180 West SR 434 Suite 5000  
Longwood FL 32778-5044

p: (407)788-6700 ext. 12345  
e: [sunshine@sentrymgt.com](mailto:sunshine@sentrymgt.com)

**MAKE A PAYMENT**

**CREDIT CARD** **E-CHECK**

VISA MasterCard American Express Discover One Time Recurring

CLICK HERE CLICK HERE

**PHONE** **MAIL** **AUTO-PAY**

866.729.5327 Mail Today Hassle Free

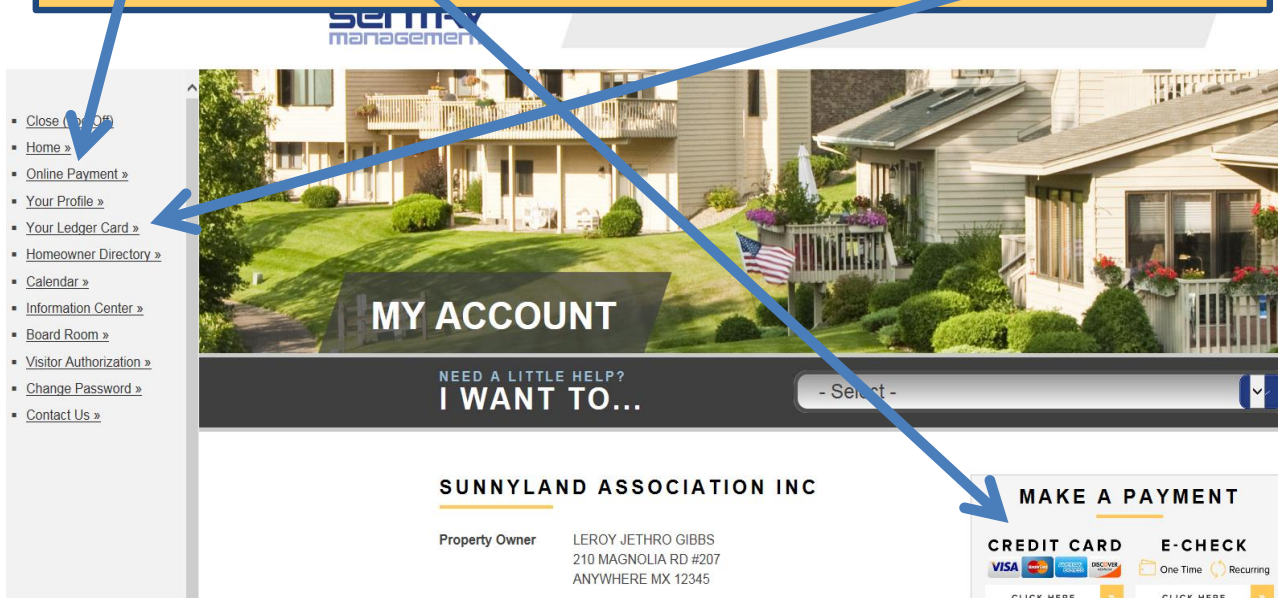
**ADD ANOTHER PROPERTY TO ACCESS**

- Close (Log Off)
- Home »
- Online Payment »
- Your Profile »
- Your Ledger Card »
- Homeowner Directory »
- Calendar »
- Information Center »
- Visitor Authorization »
- Change Password »
- Contact Us »

# HOW TO MAKE PAYMENTS

Homeowners can make payments from either:  
Option #1 - within CommunityPro® PORTAL, OR  
Option #2 - the Sentry Management Website

**Opt #1** - From your **Association's PORTAL** the **Online Payment Options** are available as a **Menu Item** or as a **direct link** for your selection. **HINT: While in the PORTAL, you can check your current account balance before making your payment.** Click on "Your Ledger Card" for your current balance due.



**Opt #2** - From the Sentry Management Website just click on **Make a Payment**.  
**FYI** - You do **NOT** need to Login to the PORTAL to make an online payment!



On the Website both "MY ACCOUNT" and "MAKE A PAYMENT" opens to the "Homeowner Login" page. Simply select a **payment option** below and follow the prompts. **FYI** - Regardless of payment **method** each property has **individual** coupons and corresponding 16-digit Account numbers. **If you have multiple Sentry accounts you must make individual payments to each individual account.**

**Online Payments are made through third party Vendor Websites separate from Sentry's Website and Portal.** Payment options include credit card (**Paylease**) and E-Check (**Union Bank**). Since these are Vendor Websites, your unique Sentry Portal Login can **NOT** be duplicated. In order to make online payments you need to create an *additional* unique Login credential at the vendor websites. Once you select a payment option, then follow their prompts. Your Association 16-digit Account number(s) is always required to complete any transaction.

NEED A LITTLE HELP?  
**I WANT TO...** - Select -

**HOMEOWNER LOGIN**

You do **NOT** need to Login to the Portal to make a payment.

- Forgot Password?
- New User Registration
- Homeowner Site Guide
- Board Member Site Guide

**WELCOME HOMEOWNER**

Your Portal gives you access to important information about your personal account, your homeowner association, and allows you to stay connected to your community.

Once in your secure Portal you can:

- Make online payments
- View your personal account and payment history
- Find Community Manager name, phone number & email address
- Access association documents like By-Laws, Rules & Regulations and Reports
- Sign up for emails from your association

CLICK BELOW FOR 5 EASY WAYS TO PAY

**CREDIT CARD**

**E-CHECK**

One Time    Recurring

**PHONE**

866.729.5327

**MAIL**

Mail Today

**AUTO-PAY**

Hassle Free

**Remember:**

- 1) **Prior to** making your payment if you need your current balance you should access your **Ledger Card** through the **PORTAL** to view your balance. From the Sentry website click on **My Account** and **Login** to your Association's **PORTAL** and select Menu Item "**Your Ledger Card**".
- 2) It is **NOT** required to Login within CommunityPro®PORTAL to make your payment.

## PAYMENT OPTIONS

| Service Provider  | Phone #      | Payment Options   | Additional Fees | How To Make Payment(s):  |
|-------------------|--------------|-------------------|-----------------|--|
| Sentry Management | 800-932-6636 | AUTOPAY           | NO              | <b>Pay by AUTOPAY</b> using Sentry's free service. Eliminate late notices and late fees. One time setup, electronically posted with assessment changes (if any) automatically. Your only responsibility is that by making sure the funds are in your account, your assessment payment(s) will be paid on time, each and every time they are due. Please download and complete the AUTOPAY Form and send to <a href="mailto:autopay@sentrymgt.com">autopay@sentrymgt.com</a> or call Sentry's Customer Service team at 800-932-6636. (8:30am to 7:00pm, EST). |
| Sentry Management | 800-932-6636 | Mail              | NO              | <b>Pay by Mail using your payment coupon.</b> Via US Mail check/MO with COUPON in envelopes provided. Coupons with the return address are mailed annually to homeowners. When mailing, please allow 5 business days prior to due date. If you cannot find your coupons, order replacements online or call Sentry's Customer Service team at 800-932-6636. (8:30am to 7:00pm, EST).   |
| Union Bank        | Online Only  | E Check           | NO              | <b>Pay by eCheck</b> using the online payment center eCheck option. This Service is provided to your Association by <b>Union Bank</b> at no additional Fee. Choose one time or recurring payments options which are available (up to 12 month) per calendar year. Any Annual change in assessment amount <b>must be updated each year</b> .  |
| Paylease          | 866-729-5327 | Phone             | YES             | <b>Pay by Phone</b> by calling 24/7 toll-free 866-729-5327. <b>additional fees apply.</b> This service is through Paylease with options for Credit Card or eCheck. <b>additional fees will apply.</b>  |
| Paylease          | Online Only  | Credit/Debit Card | YES             | <b>Pay by Credit Card</b> using the online payment center credit card option through the <b>Sentry Website or CommunityPro®PORTAL.</b> Credit Cards include Visa, MasterCard, American Express and Discover through Paylease, <b>additional fees apply.</b>  |

# HOMEOWNER PORTAL NAVIGATION TUTORIAL

The **"Home"** button will bring you back to your first page in the CommunityPro®PORTAL within Your Community Association.

Navigation Menu:

- Close (Log Off)
- Home »**
- Online Payment »
- Your Profile »
- Your Ledger Card »
- Homeowner Directory »
- Calendar »
- Information Center »
- Visitor Authorization »
- Change Password »
- Contact Us »

**SUNNYLAND ASSOCIATION INC**

**Property Owner** LARRY & LOUISE TATE  
210 MAGNOLIA RD #105  
ANYWHERE MX 12345

**Community Manager** JOHN SUNSHINE  
2180 West SR 434 Suite 5000  
Longwood FL 32779-5044

p: (407)788-6700 ext. 12345  
e: [jsunshine@sentrymgt.com](mailto:jsunshine@sentrymgt.com)

**MAKE A PAYMENT**

**CREDIT CARD** E-CHECK

VISA MASTERCARD AMERICAN EXPRESS DISCOVER One Time Recurring

CLICK HERE » CLICK HERE »

**PHONE** 866.729.5327 **MAIL** Mail Today **AUTO-PAY** Hassle Free

ADD ANOTHER PROPERTY TO ACCESS »

The **"Online Payment"** button opens directly to access Online Payment Options. Choose either Credit Card or E-Check. **Clicking on either option will take you out of your Association's Portal.**

- Close (Log Off)
- Home »
- Online Payment »**
- Your Profile »
- Your Ledger Card »
- Homeowner Directory »
- Calendar »
- Information Center »
- Visitor Authorization »
- Change Password »
- Contact Us »

**MAKE A PAYMENT**

**CREDIT CARD** **E-CHECK**

VISA MASTERCARD AMERICAN EXPRESS DISCOVER One Time Recurring

CLICK HERE » CLICK HERE »

**PHONE** 866.729.5327 **MAIL** Mail Today **AUTO-PAY** Hassle Free

The online Payment Center is available for one-time or recurring credit card and eCheck payments. A service charge is added to credit card payments and Pay-by-Phone payments; there is no charge for eCheck payments.

\* We do not collect credit card or bank account information. Payments are handled by third party administrators and applications.

The "**Homeowner Profile**" button allows you to view information relevant to your personal homeowner account and allows you to update your personal **User Preferences** (with check marks), phone numbers and email addresses. Be sure to **save your changes** by clicking the "**Save changes**" button before exiting.

- [Close \(Log Off\)](#)
- [Home »](#)
- [Online Payment »](#)
- **[Your Profile »](#)**
- [Your Ledger Card »](#)
- [Homeowner Directory »](#)
- [Calendar »](#)
- [Information Center »](#)
- [Visitor Authorization »](#)
- [Change Password »](#)
- [Contact Us »](#)

**Important...**In order to receive pertinent and current information about your community you should allow your email address to be used for both **receiving correspondence and email blasts (eBlasts)**. Remember--this information is not shared with third parties.



### Homeowner Information

Association: SUNNYO SUNNYLAND ASSOCIATION INC  
 Owner A/R #: 000105 Bill-Pay Acct #: 000SUNNY00001

#### User Preferences

- Include address in Homeowner Directory
- Include phones in Homeowner Directory
- Include emails in Homeowner Directory
- Receive Correspondence via email
- Receive Email Blasts
- Opt out of assessment coupons

You may update your phone number(s) and email address, your mailing address, please do so in writing; contact your or choose Contact Us on the left menu bar. Please choose your contact information to display in the Homeowner Directory convenient method of receiving information. If you choose to correspondence and/or community-wide Email notices, this exclusive method of contact.

#### User Groups

Work Phone: 555-555-5555 Home Phone: 123-456-7890 Cell Phone:   
 Email: larry@mycompany.com

|                     |  |              |                   |
|---------------------|--|--------------|-------------------|
| Owner Name          | TATE,LARRY & LOUISE                    |              | Designated Voter  |
| Mailing Address     | 210 MAGNOLIA RD #105 ANYWHERE MX 12345 |              |                   |
| Work Phone          | 555-555-5555                           | Home Phone   | 123-456-7890      |
| Property Address    | 210 MAGNOLIA RD #105 ANYWHERE MX 12345 |              |                   |
| Resident? Yes       | ANYWHERE MX 12345                      |              |                   |
| LEGAL               | Add'l Assn                             | Add'l Acct # |                   |
| Closing Type        | Closing Date                           | 00/00/00     | Closing Update No |
| Collection Activity | Print ?                                | Yes          |                   |

### Assessments

| Autobill Column | Description | Amount  | Assn Division | Future Amount | AutoPay: No  |
|-----------------|-------------|---------|---------------|---------------|--|
| A MONTHLY       |             | 452.00  | 00            | 430.00        | If you are not using AutoPay to have your payments automatically debited and wish to register, please contact <a href="mailto:AutoPay@sentrymq.com">AutoPay@sentrymq.com</a> |
| B SPEC ASSMNT   |             | 1745.00 | 00            | .00           |  |
| C Other Assess  |             | .00     | 00            | .00           |  |
| D Other Assess  |             | .00     | 00            | .00           |  |

### Tenant Information

|                     |   |             |               |
|---------------------|---|-------------|---------------|
| Name                |   |             |               |
| Home Phone          |   | Work Phone  |               |
| Name                |   |             |               |
| Home Phone          |   | Work Phone  |               |
| Lease from          |   | Lease to    |               |
| # of Keys issued    | 0 | Date issued | Security code |
| # of Remotes issued | 0 | Date issued |               |

### Owner Information

|                           |                     |             |  |
|---------------------------|---------------------|-------------|--|
| # of Keys issued          | 0                   | Date issued |  |
| Security codes            |                     |             |  |
| # of Remotes issued       | 0                   | Date issued |  |
| Hazard/Prop Ins. Policy # |                     | Exp. Date   |  |
| Liability Ins. Policy #   |                     | Exp. Date   |  |
| Flood Ins. Policy #       |                     | Exp. Date   |  |
| Email                     | larry@mycompany.com |             |  |
| Email                     |                     |             |  |
| Parking                   |                     | Storage     |  |

Email Blasts (eBlasts) is a service provided by Sentry to their Board of Directors as a quick and easy way to communicate with homeowners. For this service to work properly homeowners **must** register to receive eBlasts by checking the box indicated. eBlasts are provided to homeowners, exclusively through the Homeowner's Directory in your Associations' CommunityPro® PORTAL.



The "Your Ledger Card" button allows you to view your account history in detail and **boldly** displays your current account balance.

Ledger Card for 000105 TATE, LARRY & LOUISE

Your account balance is **0.00**

From date : (enter as mm/dd/yy or mm/dd/yyyy or mm/dd/yy or mm/dd/yyyy)

Search results

| Date | Description | MONTHLY | SPEC ASSMNT | Other Assess | Other Assess | LEGAL | Total |
|------|-------------|---------|-------------|--------------|--------------|-------|-------|
|------|-------------|---------|-------------|--------------|--------------|-------|-------|

The "Homeowner Directory" button contains those Homeowners who have registered and given approval to be included in the directory and/or to receive Association eBlasts.

Please note: This Directory only contains those Homeowners who have registered and given approval to be included in the directory.

Group :  Search by :  Search for :

Street Name  Beginning with

M  Street # (optional)  Unit # (optional)  Search

- Your Profile »
- Your Ledger Card »
- Homeowner Directory »**
- Calendar »
- Information Center »

**Important...** In order to receive pertinent and current information about your community you should allow your email address to be used for both **receiving correspondence and email blasts**. Remember--this information is not shared with third parties.

Search results Street Name beginning with M

| Name   | Address                                | Phone                                   | Email                    |
|--|--|---|--------------------------|
| A HOME OWNER                                 | 210 MAGNOLIA RD #101 ANYWHERE MX 12345 |   |                          |
| RICARDO & LUCY MCGILLICUDDY, RICKY           | 210 MAGNOLIA RD #102 ANYWHERE MX 12345 |   | rickymlucy@mycompany.com |
| TATE, LARRY & LOUISE                         | 210 MAGNOLIA RD #105 ANYWHERE MX 12345 | 123-456-7890 (Home) 555-555-5555 (Work) | larry@mycompany.com      |
| MERTZ, FRED & ETHEL                          | 210 MAGNOLIA RD #107 ANYWHERE MX 12345 |   |                          |
| PICARD, JEAN LUC                             | 210 MAGNOLIA RD #108 ANYWHERE MX 12345 |   | captain@mycompany.com    |
| RIKER, WILLIAM T                             | 210 MAGNOLIA RD #109 ANYWHERE MX 12345 |   | number1@mycompany.com    |
| TROI FAMILY REVOCABLE TRUST, LWAXANA & DEANA | 210 MAGNOLIA RD #110 ANYWHERE MX 12345 | 407-555-5555 (Cell)                     |                          |
| STEVENS, DARRIN & SAMANTHA                   | 210 MAGNOLIA RD #111 ANYWHERE MX 12345 |   | sam@mycompany.com        |
| PENNYWORTH, ALFRED                           | 210 MAGNOLIA RD #113 ANYWHERE MX 12345 |   | batfan@mycompany.com     |
| GOTHAM CITY TRUST                            | 210 MAGNOLIA RD #114 ANYWHERE MX 12345 | 407-788-8700 (Work)                     | joker@mycompany.com      |
| TURNER & ELIZABETH SWAN, WILLIAM             | 210 MAGNOLIA RD #201 ANYWHERE MX 12345 |   | pirate@mycompany.com     |
| BARONE, RAYMOND & DEBORAH                    | 210 MAGNOLIA RD #202 ANYWHERE MX 12345 | 555-555-5555 (Home)                     | rayray@mycompany.com     |
| HOUSE, DR GREGORY                            | 210 MAGNOLIA RD #203 ANYWHERE MX 12345 |   | liarliar@mycompany.com   |
| BANK ON IT NOW, YOU CAN                      | 210 MAGNOLIA RD #204 ANYWHERE MX 12345 |   |                          |
| FOREMAN, RED & KITTY                         | 210 MAGNOLIA RD #205 ANYWHERE MX 12345 |   |                          |
| BUNDY & MARGE SIMPSON, ALBERT                | 210 MAGNOLIA RD #206 ANYWHERE MX 12345 | 949-215-1299 (Work)                     | doh@mycompany.com        |
| GIBBS, LEROY JETHRO                          | 210 MAGNOLIA RD #207 ANYWHERE MX 12345 | 555-123-4321 (Home) 555-321-1234 (Work) | leroy@mycompany.com      |
| SKYWALKER, LUKE                              | 210 MAGNOLIA RD #209 ANYWHERE MX 12345 |   | jedimaster@mycompany.com |
| NELSON, OZZIE & HARRIET                      | 210 MAGNOLIA RD #212 ANYWHERE MX 12345 |   | hozzie@mycompany.com     |

If your Association's Board is using this function, view your Association's **Calendar** from within your Association's Portal.

Calendar

Today Day Week Month Refresh

Annual Members Meeting  
Clubhouse Reservations  
Neighborhood Garage Sale  
Neighborhood Festival

7:00PM Annual Meeting

The "Information Center" contains your Association's **Governing Documents, Rules and Regulations, Architectural Application** and any other **Board approved** documents. These PDF files can be opened, reviewed, "saved as" and/or printed. The "envelope icon" emails directly to any email address.

**Information Center**

- Close (Log Off)
- Home »
- Online Payment »
- Your Profile »
- Your Ledger Card »
- Homeowner Directory »
- Calendar »
- Information Center »**
- Visitor Authorization »
- Change Password »
- Contact Us »

Cabinet: Association Records

Drawer: ALL

Dates: From: To: 10/05/2016

List by:  Drawer or  Date

**Search / Open**

Open documents as PDF to view, save as or print...

Email documents directly from the Information Center

View jpg files provided by your Board of Directors.

**Information Center**

- Close (Log Off)
- Home »
- Online Payment »
- Your Profile »
- Your Ledger Card »
- Homeowner Directory »
- Calendar »
- Information Center »**
- Visitor Authorization »
- Change Password »
- Contact Us »

| Type | Options | Cabinet | Drawer                | Folder | Date     | Description                               |
|------|---------|---------|-----------------------|--------|----------|---|
| pdf  |         | SUNNYO  | Governing Documents   |        | 01/07/13 | Bylaws                                    |
| pdf  |         | SUNNYO  | Governing Documents   |        | 01/07/13 | Articles of Incorporation                 |
| pdf  |         | SUNNYO  | Governing Documents   |        | 01/07/14 | Declaration of Covenants and Restrictions |
| pdf  |         | SUNNYO  | Newsletters           |        | 10/28/14 | 2014 - January Newsletter                 |
| jpg  |         | SUNNYO  | Community Photos      |        | 10/30/13 | Cabana Club - Coming Soon in 2014!        |
| jpg  |         | SUNNYO  | Community Photos      |        | 10/28/14 | 2014 - Best Lawn of 2014                  |
| pdf  |         | SUNNYO  | Community Information |        | 10/28/14 | Welcome New Homeowners                    |
| pdf  |         | SUNNYO  | Community Information |        | 10/30/14 | Problems With Wild Hogs?                  |
| jpg  |         | SUNNYO  | Community Information |        | 10/21/15 | 05/2015 Minutes                           |

**Information Center**

Cabinet: Sentry Information

Drawer: Select an available Drawer

Dates: 7/2016

List by:  Drawer or  Date

**Search / Open**

The Association's **Information Center** includes a **Sentry Management Cabinet** containing Sentry's AUTOPAY Application and exciting details regarding our additional **CommunityPro®** Communication Services.

| Type | Options | Cabinet | Drawer       | Folder | Date     | Description                                     |
|------|---------|---------|--------------|--------|----------|---|
| pdf  |         | SMI000  | Forms        |        | 07/02/13 | SMI A-23 Auto Pay Form                          |
| pdf  |         | SMI000  | CommunityPro |        | 08/08/13 | Sentry's CommunityApp™                          |
| pdf  |         | SMI000  | CommunityPro |        | 10/09/14 | Sentry Management CommunityPro® Public Websites |

**Important!** The **Information Center & Calendar** are available for use by any Association simply by providing access rights to a duly appointed Board member. This appointed Board member would be the Administrator for this file and allowed to place new or archived documents and/or pictures into additional file drawers within the Cabinet for the Association. The Administrator will also have access to the Association Calendar to place future up coming events for your Community there.



The **Visitor Authorization** Form is provided for gated Communities with guards on duty. This Form is simply used to communicate with the guards on duty authorizing visitors to enter your community. The Form is only good for today or tomorrow.



- [Close \(Log Off\)](#)
- [Home »](#)
- [Online Payment »](#)
- [Your Profile »](#)
- [Your Ledger Card »](#)
- [Homeowner Directory »](#)
- [Calendar »](#)
- [Information Center »](#)
- [Visitor Authorization »](#)
- [Change Password »](#)
- [Contact Us »](#)

**SUNNYLAND ASSOCIATION INC**

**Visitor Authorization Form**

This form is to authorize visitors to your home THIRTY MINUTES or more from now for today or tomorrow. If you need to provide access sooner than 30 minute

Fields marked with a red asterisk (\*) must be entered.

Your name: LARRY & LOUISE TATE  
 Your address: 210 MAGNOLIA RD #105 ANYWHERE MX 12345  
 Special Comments:

1. Visitor's First & Last Name: \*  
 Expected Arrival Date: 10/05/2016  
 Expected Departure Date:

2. Visitor's First & Last Name:  
 Expected Arrival Date:  
 Expected Departure Date:

3. Visitor's First & Last Name:  
 Expected Arrival Date:  
 Expected Departure Date:

COMPLETE ONLY IF CALLING IN ADDITIONAL VISITORS

Send your confirmation to:  
 ocarvalho@sentrymgt.com  
 informationassociate@sentrymgt.com  
 Email to:

**Change your Password** use the Form below. If you need to change (or forgot) your **User ID** contact: website@sentrymgt.com.

- [Close \(Log Off\)](#)
- [Home »](#)
- [Online Payment »](#)
- [Your Profile »](#)
- [Your Ledger Card »](#)
- [Homeowner Directory »](#)
- [Calendar »](#)
- [Information Center »](#)
- [Visitor Authorization »](#)
- [Change Password »](#)
- [Contact Us »](#)

**Change Password**

To change your password please enter your existing password and then enter your new password twice.

User ID : Homeownr  
 Old Password :   
 New Password :   
 New Password (again) :


Save Cancel

**Contact Us** - Just complete the short Form below and we will route your request to the correct person to assist you.

## Contact Us

Complete the short form below, and we will route your request to the correct person to assist you.

- [Close \(Log Off\)](#)
- [Home »](#)
- [Online Payment »](#)
- [Your Profile »](#)
- [Your Ledger Card »](#)
- [Homeowner Directory »](#)
- [Calendar »](#)
- [Information Center »](#)
- [Visitor Authorization »](#)
- [Change Password »](#)
- [Contact Us »](#)

|   |   |     |
|---|---|-----|
| How may we help you   | Location of Interest  |     |
| <ul style="list-style-type: none"><li>How may we help you</li><li>Assessment Payment Questions</li><li>Closing Questions</li><li>Change of Mailing Address</li><li>Replacement Coupons Needed</li><li>Please have Division Manager contact me</li></ul> | <ul style="list-style-type: none"><li>Location of Interest</li><li>Arizona</li><li>–Phoenix</li><li>Colorado</li><li>–Denver</li><li>Georgia</li><li>–Atlanta North</li><li>–Atlanta South</li><li>–Savannah</li><li>Idaho</li><li>–Boise</li><li>Indiana</li></ul> |     |
| Name  | Association   |     |
| Email Address   | Phone Number  |     |
| Street Address  |   |     |
| City  | State   | Zip |
| Contact by phone?   | Best time to reach you?   |     |
| <ul style="list-style-type: none"><li>Yes</li><li>No</li></ul>  |   |     |
| Comments or Questions   |   |     |
| <input type="checkbox"/> I'm not a robot   |   |     |

[SUBMIT REQUEST »](#)

### Remember the Requirements Below:

#### Sentry Website & CommunityPro® PORTAL System Requirements

- Windows 7, 8, 8.1, 10 Operating System
- Internet Explorer 11 (IE 11)
- Mozilla Firefox

Operating systems and browsers other than the ones listed above will experience compatibility issues with the website, as they are missing the modern components necessary for display, navigation, and functionality.

The site is compatible with iPad/Safari. The site works on iPhone/Safari, but it is not optimized for the iPhone. Make sure you are running the latest OS on your mobile device.

**Thank you** and we hope you enjoy using Sentry Management's' exclusive CommunityPro® PORTAL and Payment Center.