

# OWNER PORTAL

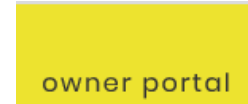
## QUICK GUIDE



The Engine Owner Portal is a one-stop location to access your property and Owners Corporation information. The Owner Portal stores documents in one easy location and enables Owners self-serve accessibility to view and their information.

### Logging In

1. Click the **Owner Portal** button featured at the top right of Engine Property Group homepage [www.enginepropertygroup.com.au](http://www.enginepropertygroup.com.au)
2. Ensure the User Role is set to Owner. **NB: Executive User Role is accessible to Members of Committee only**
3. Using the details provided, enter your unique username and password and then click **Login**. Ensure you enter all digits in your username and do not have Caps Lock on as passwords are case sensitive.



User Role →  
Username →  
Password →

4. If you have lost or forgotten your Username or Password select *Find my Username or Password* link below the Login button.

5. **Forgotten Your Password** – You will need to enter your Username into the *Username* field and select *Find*. An email containing your password will then be issued to the email address on your account.

6. **Don't Have a Username** - You will need your Username to obtain your password. If you do not have your Username, you will need to enter your email address in the *Find My Username* field and select *Find*. Your username will be emailed to you.

## Viewing My Details

You can view and update your contact information in the **Portfolio** tab of the portal. If you are part of Multiple Owners Corporations and/or own multiple properties managed by Engine Property Group, these will all be linked and accessible using the one unique username and password login.

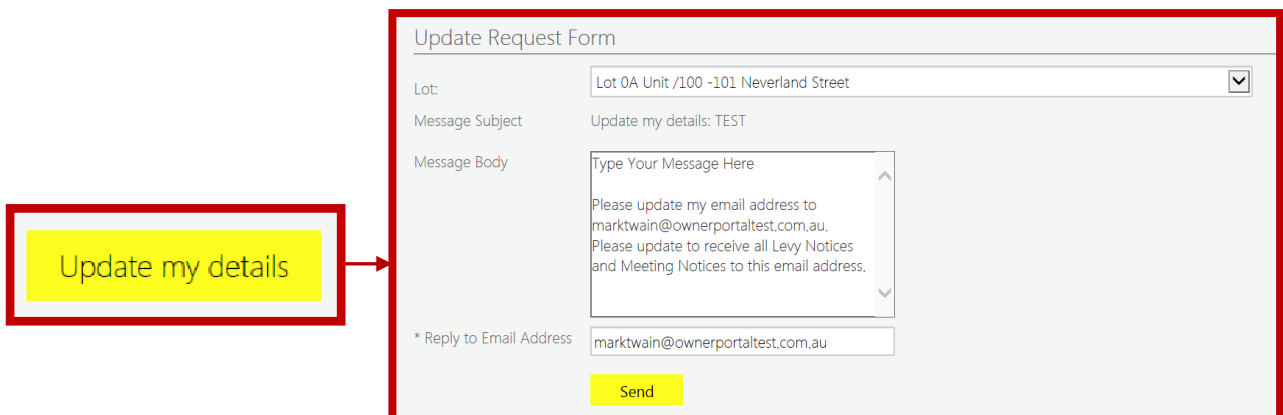
1. To view details of another Owners Corporation or Property, click the dropdown arrow from the Lot Owner field
2. Select the property details you wish to view.



The screenshot shows the Engine Property Group portal interface. At the top, the logo "engine Property Group" is displayed. Below the logo, there are navigation links: "Contact | FAQ | Change Password | Logout". The main navigation bar includes "Owners Corporation", "Portfolio" (which is selected), "Reports", "Meetings", and "Maintenance". The "Contact Details" section is highlighted, showing a dropdown menu with two options: "Lot Owner - Mark Twain / Lot 0A, Unit, Owners Corporation 123456Q" and "Lot Owner - Mark Twain / Lot 11, Unit, Owners Corporation 123456Q". Below the dropdown, the "Portfolio" section displays the following information: "TEST", "Plan Number: 123456Q", "Test Dummy Strata", "100-101 Neverland Street", and "MELBOURNE VIC 3000". To the right of this text is a photograph of a skyscraper. At the bottom of the page, there are two tabs: "Owner Contact Details" and "Financial Details".

## Updating My Details

By scrolling to the bottom of the Portfolio screen you can also update your details by selecting **Update my details**. This will redirect you to the Update Request Form screen to allow you to provide updated information that will be issued directly to Engine Property Group office to update accordingly.



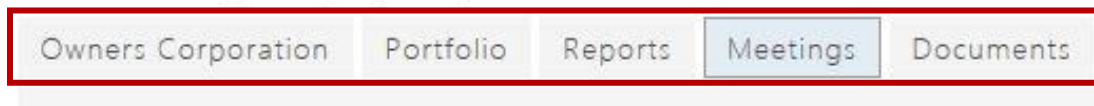
The screenshot shows the "Update Request Form" interface. A yellow box with the text "Update my details" is positioned to the left of the form, with an arrow pointing to the "Send" button at the bottom of the form. The form itself contains the following fields: "Lot:" with a dropdown menu showing "Lot 0A Unit /100 -101 Neverland Street"; "Message Subject:" with the text "Update my details: TEST"; "Message Body:" with a text area containing the message "Please update my email address to marktwain@ownerportaltest.com.au. Please update to receive all Levy Notices and Meeting Notices to this email address."; and "\* Reply to Email Address:" with the email address "marktwain@ownerportaltest.com.au". A yellow "Send" button is located at the bottom of the form.

## Reports and Documents

The Owner Portal stores a variety of reports and information relevant to your property and the Owners Corporation.



Welcome to Engine Property Group Owner Portal



### Reports

This tab allows you to access your Lot and Property Reports. Here you can find:

- Up to date Owner Statements
- Overview of Insurance Policy

### Meetings

Meetings that will be scheduled from 1 February 2018 will be visible in the Meetings tab. Here you will find details of dates, times and location of meetings that have been scheduled for the property.

Scheduled Meetings	
Annual General Meeting	
Date	01/01/2018
Time	06:30 PM
Venue	Engine Property Group, Suite 201/126 Wellington Parade, East Melbourne VIC 3002
Manager	Sophia Scuderi
Annual General Meeting	

### Documents

The Documents tab is the core tab where documents are made available to owners. Here you will find important documentation for the property and other communications specific to your lot and property. These may include:

- Insurance Certificate of Currency
- Levy Notices
- Notice of Meetings
- Minutes of Meetings
- Owners Corporation Rules and associated correspondence
- Welcome Pack Information

## Additional Functions & Features

[Contact](#) | [FAQ](#) | [Change Password](#) | [Logout](#)

**Contact** – Obtain Engine Property Groups' contact details or send a direct enquiry

**FAQ** – Helpful tips and guides on the Owner Portal and navigation

**Change Password** – Allows you to customize your password to something more memorable

**Logout** – Allows you to end your Owner Portal session