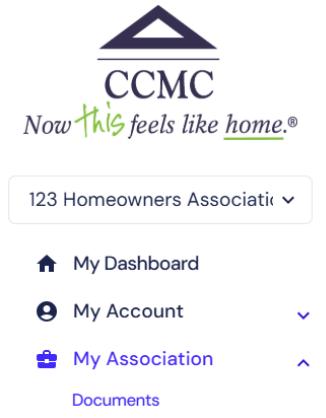


## Resident Portal Documents How-to Guide

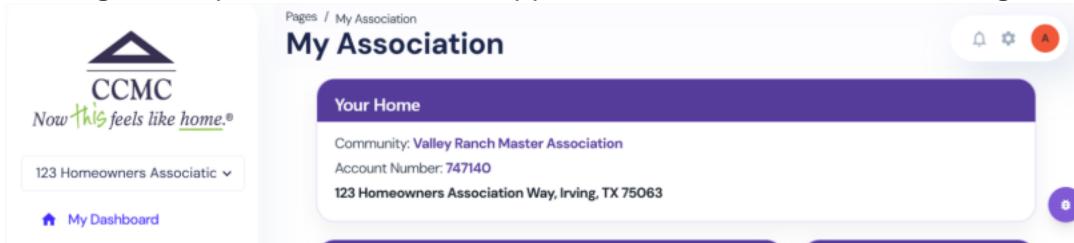
This guide explains how to use the documents viewer within the My Association section of your resident portal. In this section, you can view all private, member-only documents for the association, including governing documents, financial reports, and meeting minutes.

**Navigation:** From the main menu, go to My Association → Documents



### Before You Start

- Make sure you are signed in to your resident portal
- If you own multiple properties within your community, or if you own homes in multiple CCMC-managed communities, confirm you're on the correct property account. You can verify this at the top of the page in the "Your Home" section, or by clicking the drop-down menu in the upper left corner under the CCMC logo.



- Navigate to the **Documents** page

### What You Can Do

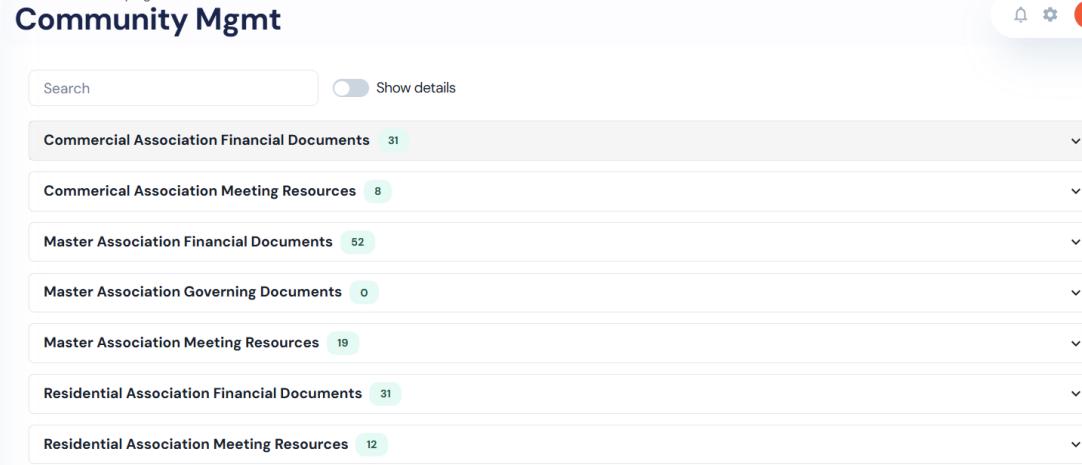
- View community documents
- Download copies of documents

## Viewing Documents

Once you have navigated to the documents page, you can view the documents for your association by:

- Clicking the name of the folder you want to expand

**Community Mgmt**



Search  Show details

Commercial Association Financial Documents 31

Commercial Association Meeting Resources 8

Master Association Financial Documents 52

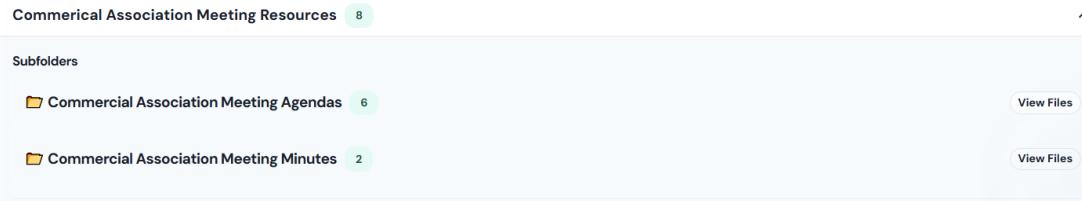
Master Association Governing Documents 0

Master Association Meeting Resources 19

Residential Association Financial Documents 31

Residential Association Meeting Resources 12

- Once the folder opens, click the view files button next to the subfolder you want to expand



Commercial Association Meeting Resources 8

Subfolders

Commercial Association Meeting Agendas 6

Commercial Association Meeting Minutes 2

View Files

View Files

- Click Open next to the document you want to view/download to open the file



Commercial Association Meeting Agendas 6

2025.01.21.pdf

2025.03.19.pdf

2025.05.20.pdf

Open

Open

Open