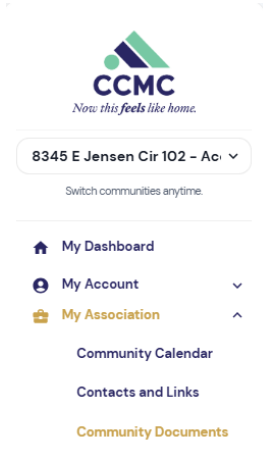


Resident Portal Documents How-to Guide

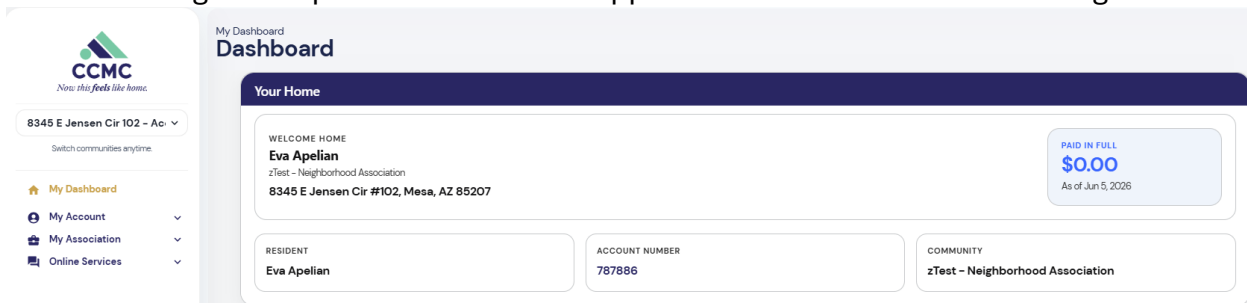
This guide explains how to use the documents viewer within the My Association section of your resident portal. In this section, you can view all private, member-only documents for the association, including governing documents, financial reports, and meeting minutes.

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

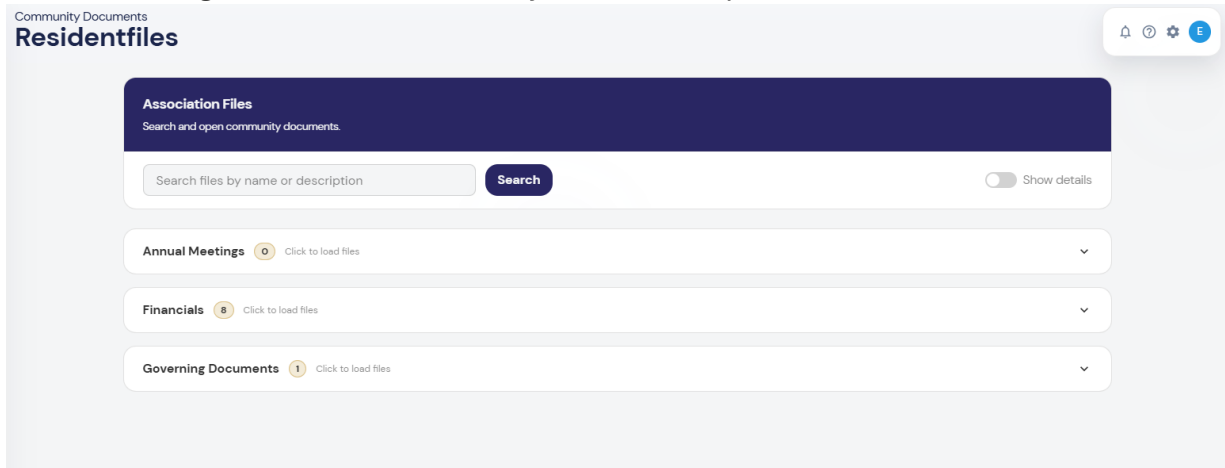
What You Can Do

- 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



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



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

