

RE: New Owner Features Now Available through Yardi CONDOCafe' Portal™

Dear Owner:

**As a valuable member of our home ownership community, we would like to extend an invitation that will allow you to have secure online access to your account information along with many other important new features. Yardi Systems, our software partner has developed Yardi CONDOCafe'™, [www.condocafe.com](http://www.condocafe.com) , a product that will allow us to extend exciting new services to our condominium owners.**

CONDOCafé Portal provides owners with secure access to critical account information and functionalities. Owners can view online ledgers, submit fee payments, view calendar reminders and download association forms and documents, all in one convenient place.

**Sign up and gain access to:**

**Real-Time Access** – Stay current with real-time access to ledger activities, maintenance requests, association forms and more.

**Online Payments** – Schedule convenient one-time or recurring online payments.

To register online visit [www.condocafe.com/portal](http://www.condocafe.com/portal)

You will need following information for registration. Please obtain from management office if you do not already have this information:

- 1) Last Name: «LastName(s)»
- 2) Registration Code: «Code»
- 3) Email address we have on file: «Email»

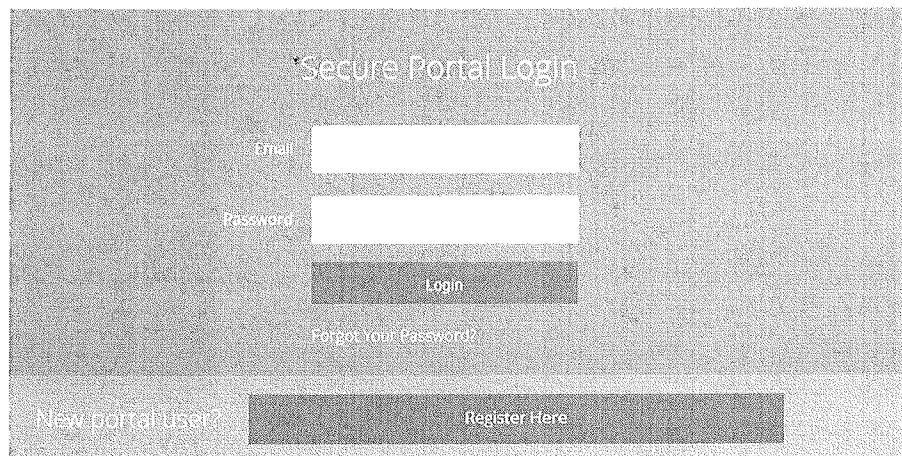
Sincerely,

Property Manager

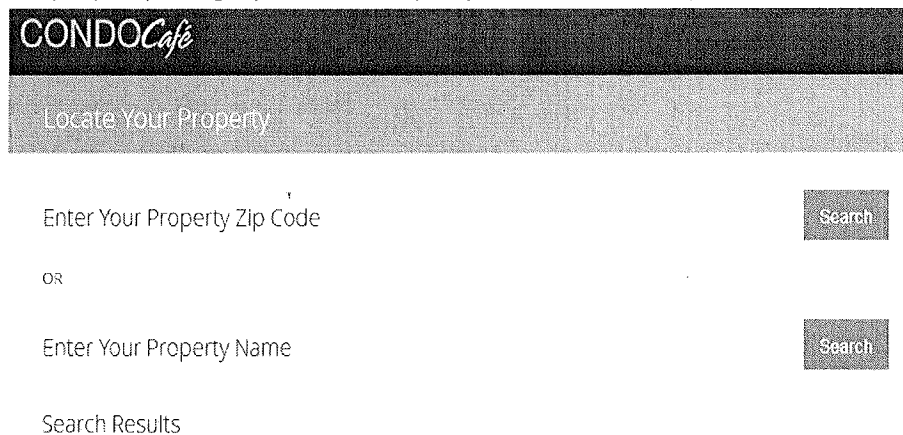
Agent for «PropertyName»

## New Resident for «PropertyName»

Go to URL: <http://www.CONDOCafe.com/portal>



2. Click on the Login link located at the top of the screen.
3. Click on the New Portal User? Register Here link at the top right of the login section.
4. Search for your property using Zip code or Property Name – Search by



5. Select your property
6. Add the email address «Email» as provided by the Property Management Company that is reflective of the email address on the owner profile in Voyager. If you don't see any email address provided in this letter, you can then use any email address of your choice.
7. Insert your Last Name «LastName(s)» exactly as it appears in all correspondence
8. Add the registration code as provided by the Property Management Company that is reflective of the owner's registration code «Code» in Voyager.
9. Select a password. The validation will identify the strength of the password as it is entered. Write down the password used and re-enter it in the field below to confirm.
10. Click on the link for the terms and conditions as well as the privacy policy to review each of these. Once reviewed, click on the flag to confirm they have been read.
11. Click Register.

User Registration

Registration Code Verification

Email\*

Last Name\*

Registration Code\*

\*Your Registration Code should have been provided to you by your Property Manager. If you do not have one, please contact your Property Manager.

I have already registered for Condo Café

Select Your Password

Password\*

Confirm Password\*

I agree to CondoCafé's [Terms of Use](#) and [Privacy Policy](#)

Register

12. A confirmation will display notifying to proceed to check provided email for verification purposes.

Thank you for registering with CondoCafé Portal.  
An email has been sent to you to activate your account.

Account Activation Steps

- Open the CondoCafé Portal Activation email from your email account.
- Click the activation link within that email and follow the screen prompts.

NOTE: If you do not receive the activation email within 10 minutes, please check your spam folder.