



Welcome to the new Strata Owner's Portal, where you have easy, paperless, 24-hour access to strata council minutes, AGM notices and minutes, bylaws, rules, strata plans, move information, contact information, strata resources and more.

This portal is intended to keep you up to date with the ongoing affairs of your complex, and with its help, we encourage you to get involved and take an active role in the operation of your building.

Accessing your current strata website URL will automatically redirect you to the new Owner's Portal login page.

Thank you,

Proline Property Management
888 Attree Ave.
Victoria, BC V9B 0A6

Portal.StrataPress.com

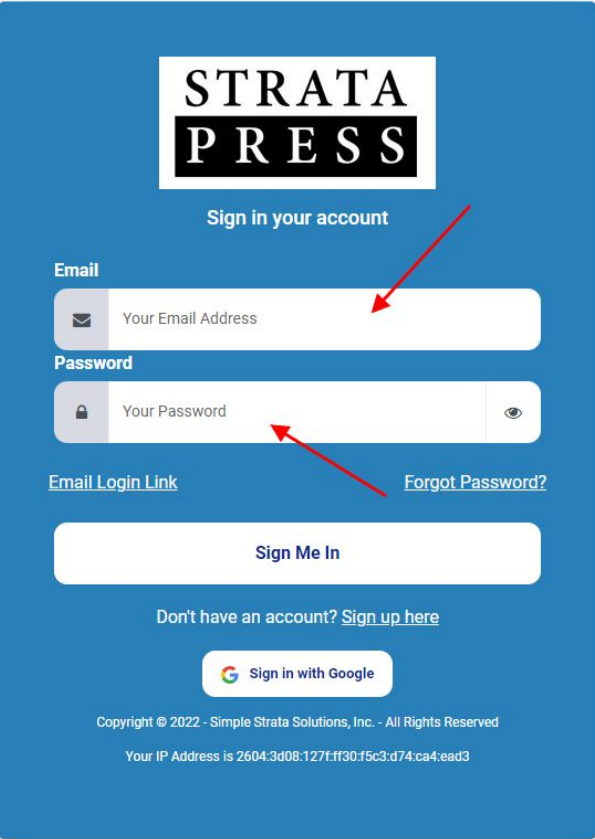
The strata websites have transitioned to a more secure and flexible dashboard system that allows for all of the same functionality of the strata websites, plus more.

Everything from the website has been moved to the new dashboard. You can access all of your strata documents in one location and you can receive Updates and documents from your Property Manager and Council.

To access the new dashboard, use the same email and password you used with your strata website, then click **'Sign Me In'**.

If you forgot your password, click the **'Forgot Password?'** link.

If you're not yet registered, click the **'Sign up here'** link.



The image shows a login page for Strata Press. At the top is the Strata Press logo. Below it is the text "Sign in your account". There are two input fields: "Email" with a placeholder "Your Email Address" and "Password" with a placeholder "Your Password". A red arrow points to the email field, and another red arrow points to the password field. Below the password field are two links: "Email Login Link" and "Forgot Password?". A large white button with the text "Sign Me In" is centered below the links. At the bottom, there is a link "Don't have an account? Sign up here" and a "Sign in with Google" button. The footer contains copyright information: "Copyright © 2022 - Simple Strata Solutions, Inc. - All Rights Reserved" and "Your IP Address is 2604:3d08:127f:ff30:f5c3:d74:ca4:ead3".

The Strata Owner's Portal



Dashboard

Once you login you'll see a number of options on the dashboard.

On left side of the dashboard you'll find the main menu bar.



Documents

Dashboard brings you to the main page with access to all information.

Documents will take you to the document folders where you can view and download all of the documents your property manager provides.



Updates

Updates is an archive of Updates posted by the Property Manager or your Strata Council. Updates are sent to the email address you have in your Profile.



Discussions

Discussions is an archive of messages created by the Property Manager or Council and include select Strata Owners. You only see the Discussions that you have been included on.



Requests

Requests are messages created by the Strata Owner and sent to the Property Manager and Council. Only you and the management will see your Requests.

Accessing Information

From the dashboard you may find more than one way to access the same information. It may be from a link within a widget, or on the left side menu bar.

Widgets are just boxes of information that organize content on the dashboard.

View **Documents** using either link.

 Dashboard

 Documents

 Updates

 Discussions

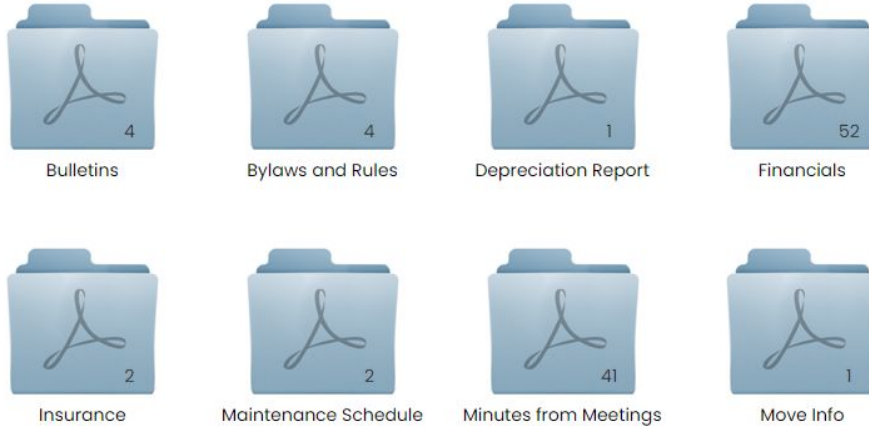
 Requests

Strata Documents

These documents are provided for the Strata Owners living at VIS 845 (Cedar Shores). If you have any questions or comments, please contact the strata council or your strata manager.

[Strata Documents](#)

Documents



Once the document is open, you can view each page using the **'Previous'** and **'Next'** buttons, or click **'Download'** to download a copy to your computer.

In the **Documents** section you have access to all of your updated strata documents to either view online or download to your computer.

The number on the corner of the folder indicates how many files are in the folder.

Double-click the folder to open it. Double-click the thumbnail image of the file to view the document.



Updates, Discussions & Requests

Updates

Updates, Discussions & Requests are the three types of messaging between Owners, the Strata Council and Strata Management. Messages are shared only between authorized, registered users and the management team. Suggestions & concerns get addressed without getting lost and every message is archived for future reference.

Discussions

UPDATES: Posted by the property manager or the strata council. These are sent to everyone via email and may contain attachments like PDF files, Images files or documents.

Requests

DISCUSSIONS: Posted by the property manager or strata council and selected strata owners. You will only see Discussions you are involved in. Discussions, for example, may be sent to a volunteer group doing cleanup around the property. This allows communication between management and those volunteers.

REQUESTS: Posted by Strata Owners and sent to the strata council and property manager. These are confidential communication between management and the Strata Owner.

Updates, Discussions & Requests

Updates

Updates

If you receive an Update from the Property Manager or Strata Council, the entire message will be contained within the email message. You would only need to visit the Portal dashboard if you wanted to comment on an Update, if the comments are enabled. **All comments are visible to all other Owners.**

Discussions

Discussions

If you receive a Discussion message from the Property Manager or Strata Council, the entire message will be contained within the email message. You can click the link provided in the email to reply and comment, if required, and participate in the Discussion.

Requests

Discussions are shared between the Property Manager, the Council and anyone else invited to participate in the Discussion. You can see who else is added to the Discussion and **all comments are visible to everyone who has been added.**

At the bottom of each Discussion thread, there is an option to unsubscribe from further notifications.

Updates, Discussions & Requests

 Updates

 Discussions

 Requests

How to create a Request:

Sending a Request is really no different than sending an email. Send a Request if you want to ask a question, report a problem or file a complaint and have it documented.

Click on '**Request**' on the main sidebar menu.

On the Requests page, click on the green '**Create Request**' button.

 + Create Request

Add a **Subject** to the Request, provide the **Message**, add any attachments you want to send and then click the '**Publish Request**' button. Your message is sent to the Council and the Property Manager.

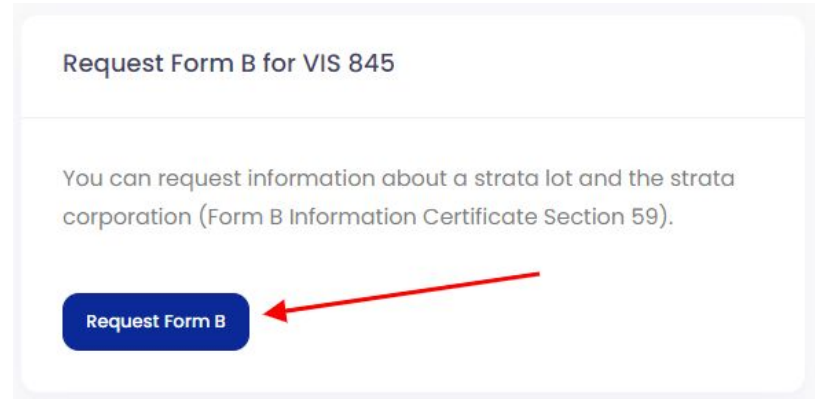
Requests are only between you, the Strata Council and the Property Manager. No one else can view these.

Request a Form B Certificate

The "**Form B: Information Certificate**" discloses a variety of information about a strata lot and the strata corporation. Typically it is requested when someone is considering buying a strata lot or involved in refinancing or obtaining a line of credit with a bank.

You can request a Form B from the Property Manager through the dashboard.

Look for the widget on the dashboard has a blue button that says '**Request Form B**'.



Request a Form B Certificate



Once you fill out the information require to request a Form B and click submit, a second widget will appear on the dashboard with your order details.


The Form B is delivered in 5 business days from when the order is placed. The due date and time is calculated on the request in **red text**.

If you need it sooner than 5 days, click the '**Add Rush**' button on the Form B widget and select the rush request (24hrs, 48hrs or 72hrs) from the drop-down menu.

The new due time will be recalculated and the rush fee will be added to the order.

Order Information

| # | Description | Price | |
|----|--------------------|--|---|
| 1. | Form B - Lot # 141 | \$35.00 |   |
| | | Total: \$35.00 | |
| | | Processing Fee: \$10.98 | |
| | | Tax (GST): \$2.30 | |
| | | Total Cost: \$48.28 | |
| | | Due Date: Thu Apr 14, 2022 05:00 pm | |

 **Submit Order**

Request a Form B Certificate

You will be notified via email when the Form B certificate is available to download. A link will be provided in the email that will take you to the order details. From the dashboard, click the 'Completed Requests' button found on the Form B widget.

From the list of orders, click the order number to view the details of the order.

Request Form B for VIS 845

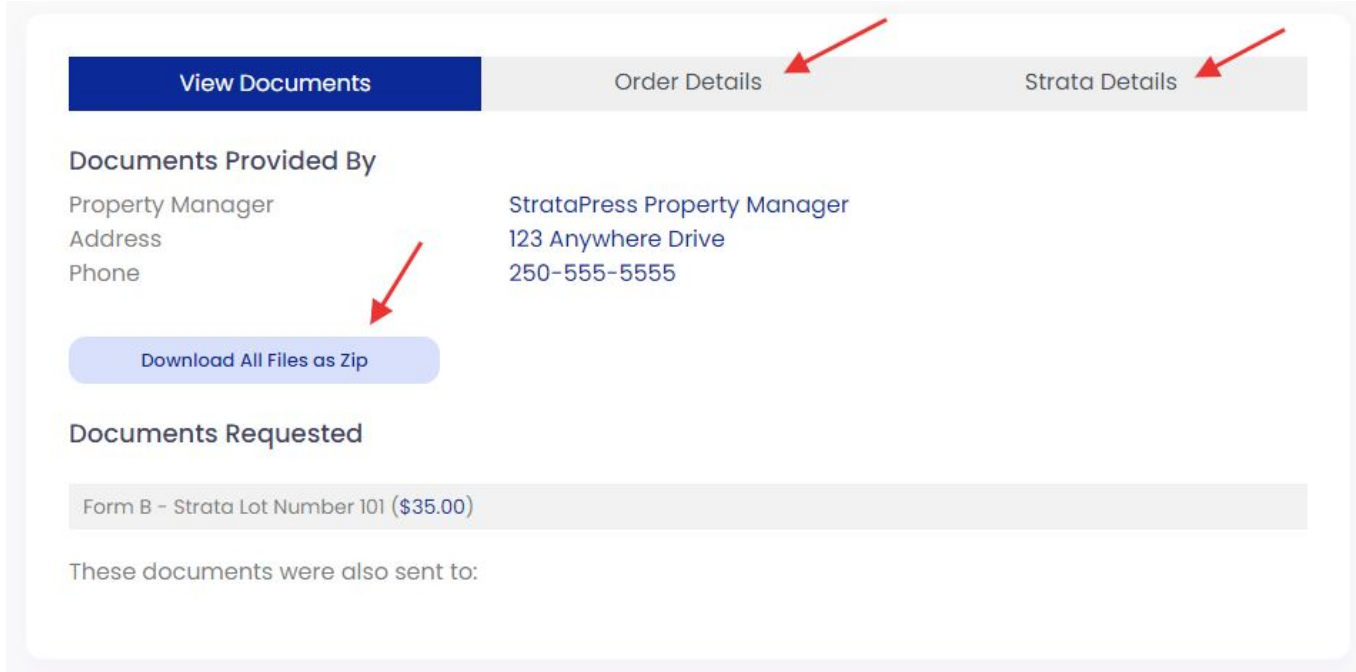
You can request information about a strata lot and the strata corporation (Form B Information Certificate Section 59).

[Request Form B](#) [Completed Requests](#)

| # | Strata | Cost | Status | Due |
|----------------------------------|-----------|---------|--------|------------------------|
| View Order #7811 | VIS 99999 | \$48.28 | Paid | Mar 9, 2022 - 03:43 pm |
| View Order #7810 | VIS 99999 | \$48.28 | Paid | Mar 9, 2022 - 02:02 pm |

Request a Form B Certificate

The order details section provides a link to download the Form B certificate, with access to all of the order details by using the 'Order Details' and 'Strata Details' tabs. A Payment Receipt (PDF) is available under 'Order Details' if needed.



The screenshot displays a user interface for document management. At the top, there are three tabs: 'View Documents' (highlighted in blue), 'Order Details', and 'Strata Details'. Red arrows point to the 'Order Details' and 'Strata Details' tabs. Below the tabs, the section 'Documents Provided By' is shown, with a red arrow pointing to the 'Download All Files as Zip' button. The 'Documents Requested' section lists 'Form B - Strata Lot Number 101 (\$35.00)'. At the bottom, it states 'These documents were also sent to:'.

View Documents Order Details Strata Details

Documents Provided By

| | |
|------------------|------------------------------|
| Property Manager | StrataPress Property Manager |
| Address | 123 Anywhere Drive |
| Phone | 250-555-5555 |

[Download All Files as Zip](#)

Documents Requested

Form B - Strata Lot Number 101 (\$35.00)

These documents were also sent to:

Tenants

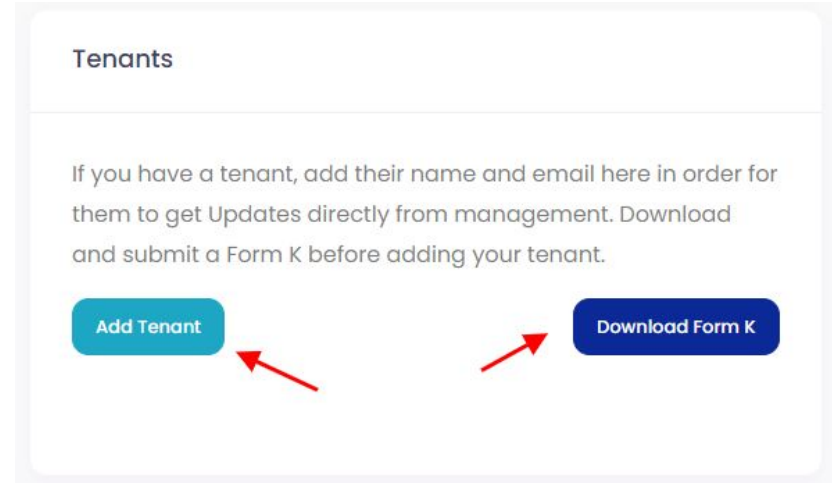
If, as a Strata Owner, you rent your unit to a Tenant, you can submit their email contact information to the property manager so they can be included on any posted Updates.

The property manager will need to approve the addition of the Tenant to your account.

You can remove a Tenant from your account anytime and they will stop receiving Updates.

Look for the Tenants widget on the dashboard.

You can also download a Form K (Notice of Tenant's Responsibilities) to submit to the Property Manager.

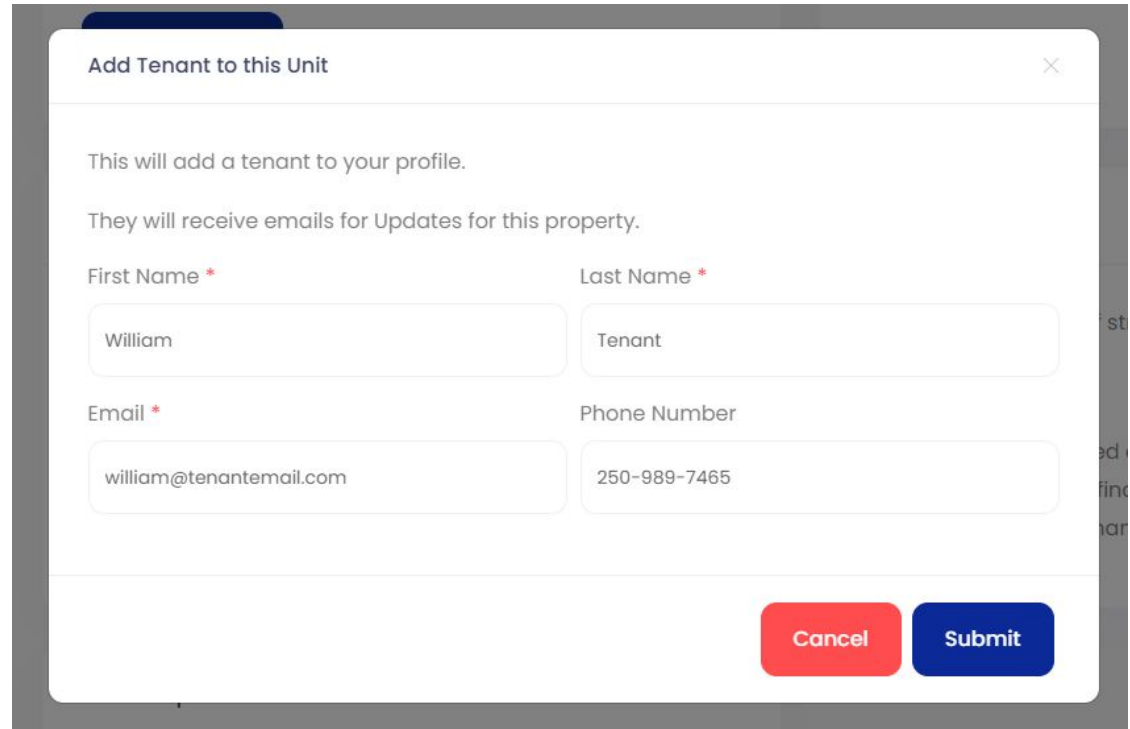


Tenants

Clicking the blue **'Add Tenant'** button will open a window to submit the Tenant's Name, Email address and Phone number.

Click **'Submit'** when done and the property manager will be notified for approval.

You will receive an email notification once approval has been made.



The screenshot shows a modal window titled "Add Tenant to this Unit" with a close button in the top right corner. The window contains the following text and form fields:

This will add a tenant to your profile.

They will receive emails for Updates for this property.

First Name * Last Name *

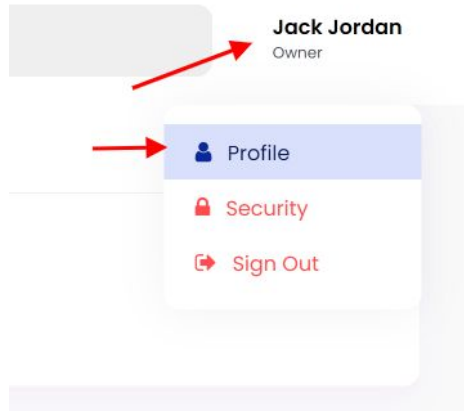
William Tenant

Email * Phone Number

william@tenantemail.com 250-989-7465

At the bottom right of the form are two buttons: a red "Cancel" button and a blue "Submit" button.

Updating Profile Information



To update profile information for your account, click on your name at the **top right corner** of the dashboard and choose **'Profile'**.

Under the Profile settings you can:

- Update your email address
- Update your phone number
- Add a spouse's name to the account

Adding a spouse's name ensures that the correspondence from the property manager or council addresses both parties.

You can also **OPT-IN** to receive documents electronically instead of having them mailed to you by checking the consent box.

Click **'Security'** to update your login password.

Add Another Property To Your Account

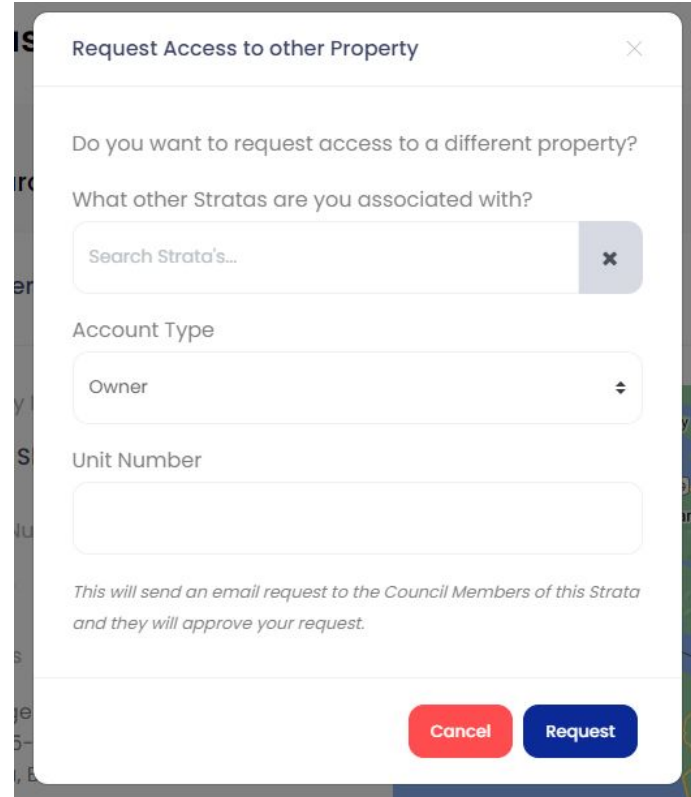


You can access multiple Strata Corporations with one account, if they are all registered on the StrataPress platform.

So, if you are a Strata Owner at another Strata Corporation that is managed by a property management company (or self-managed) using StrataPress, you can request access to that property using this feature.

On the dashboard, above the location map of your property you'll see a green '**Add Property**' button.

Fill out the access request and click '**Request**'. A message will be sent to the property manager or council requesting approval for your access.



Request Access to other Property ✕

Do you want to request access to a different property?

What other Stratas are you associated with?

Search Strata's... ✕

Account Type

Owner ⌵

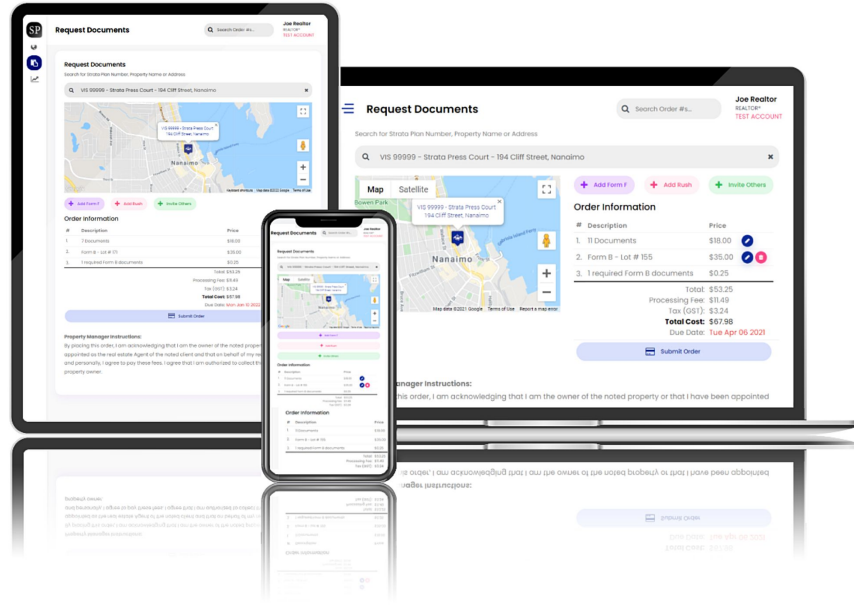
Unit Number

This will send an email request to the Council Members of this Strata and they will approve your request.

Cancel Request



By Simple Strata Solutions, Inc.



The Strata Owner's Portal is developed and maintained by Simple Strata Solutions, Inc.
For more information visit www.StrataPress.com

