# HOW TO LOG ON

# Signing up and logging onto the owner portal

#### HOME FAQS

National Realty Partners, (NRP) is happy to provide an owner portal for all owners. This portal allows us to provide the most advanced and secure accounting and property management services possible. The portal also helps ensure transparency for our Board Members and homeowners as you can access features of this portal at any time from any computer.

Several features offered by the portal include:

- Convenient bill pay service including use of one time or recurring eCheck, credit card
- payments or auto draft. • An interactive communication tool between you and your Community Management
- Team
- The ability to send service requests and view their status
- The ability to submit architectural requests to your board or committee
  A place to easily view and respond to notices and emails from your community
- A platform through which to get current information about your community
- And much more!

To ensure you receive all communication from NRP and your Community



### Portal Homepage

To sign up and log on, visit the owner portal online at: <u>https://portal.nrpartnersllc.com</u>

To sign up for login credentials, click Sign Up

If you have lost your password, click I forgot my login/password

If you already have login credentials, enter your full email address and the password that was emailed to you, then click *Log In*. Passwords are case sensitive.

Sign Up

## Registration Page

To sign up for the owner portal, enter the information in the fields to the right and click Sign Up.

If you have not yet received your Registration Key please click I do not have a valid key to be directed to an alternative registration page.

Your Association is the name of your Community/HOA/Commercial Building.

If you do not know your Account please leave that field blank.

If you have recently purchased your property or have additional questions about signing up for the owner portal contact NRP at 703-435-3800.

#### HOME FAQS

To sign up for the owner portal, enter the information in the fields to the right and click *Sign Up*.

If you have not yet received your *Registration Key* please click *I do not have a valid key* to be directed to an alternative registration page.

If you do not know your Association or Account please leave those fields blank.

If you have recently purchased your property or have additional questions about signing up for the owner portal please email Communications@NRPartnersLLC.com or call us at 703-435-3800.

Please note: the owner portal is only available to homeowners listed on the deed of ownership. It is not currently available to tenants or property managers.

batman@justiceleague.com
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Bruce Wayne
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(123) 456-7890
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do not have a valid key.
Sign Up
Log In

### HOME FAQS

To sign up for the owner portal, enter the information in the fields to the right and click *Sign Up*.

If you are registering without a *Registration Key* your login credentials must be manually reviewed. Please allow time for our team to review your request before submitting additional requests.

Your Association is the name of your Community/HOA/Commercial Building.

If you do not know your Account please leave that field blank.

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	Sign Up	

### Alternative Registration Page

To sign up for the owner portal, enter the information in the fields to the right and click Sign Up.

If you are registering without a Registration Key your login credentials must be manually reviewed. Please allow time for our team to review your request before submitting additional requests.

Your Association is the name of your Community/HOA/Commercial Building.

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If you do not know your Account please leave that field blank.

If you have recently purchased your property or have additional questions about signing up for the owner portal please contact NRP directly at 703-435-3800.

