



How to Begin

- ❖ Go to the Tolley Community Management website, www.TolleyCM.com.
- ❖ You can Log-In to your Association Account from the home screen. Look for the “Log-In” on the bottom right hand side of the screen below where it says *Your Association*.
- ❖ If this is your first time logging in, you will need to register. To do this, click on the *register* link underneath the login information. You will be directed to a page where you can input your name, address, email and account number. After you have registered you will receive an email from CINC Systems (DoNotReply). In this email you will find your temporary password.

Using your account

- ❖ Once you have received your temporary password, go back to the Homeowner Login page. Your login ID is the email address that you registered with. Put in your temporary password.
- ❖ Pay Assessments: In this tab, you can set up electronic payments via checking account or credit card. You can also click on *Reoccurring Payments* to set up an automatic debit from your account each month.
- ❖ My Account: In this tab, you can view any charges and payments on your account occurring in the last year. You can also view your account balance.
- ❖ My Profile: In this tab, you can change your personal information as well as change your password. If you own any additional properties, you can click on *Register Additional Property* at the bottom. Once you have registered the other property, you can view both properties with the same login.
- ❖ Messages: This is where we will leave any messages that we need you to view.
- ❖ Calendar: We will put any and all important dates for your community under this tab.
- ❖ Directory: This tab will list a directory of the homeowners in your community.
- ❖ Documents: All public community documents such as Board Meeting Minutes and community Budgets will be under this tab.
- ❖ Violations: If you are sent a letter for having a violation on your property, record of it will be under this tab. If you would like to respond to the violation, click on *Additional Comment* and it will be directed to your community manager.
- ❖ Work Orders: If you have any work that needs to be done by us on your property, you can enter it in this tab and it will be directed to your community manager.

- ❖ ACC Request: If you need to fill out an exterior change request on your property, complete the form in this tab and it will be directed to your community manager.

The Tabs along the top of the page will give you various pieces of information about Tolley Community Management. You can also click on *Contact us* for any comments or questions that you might have.