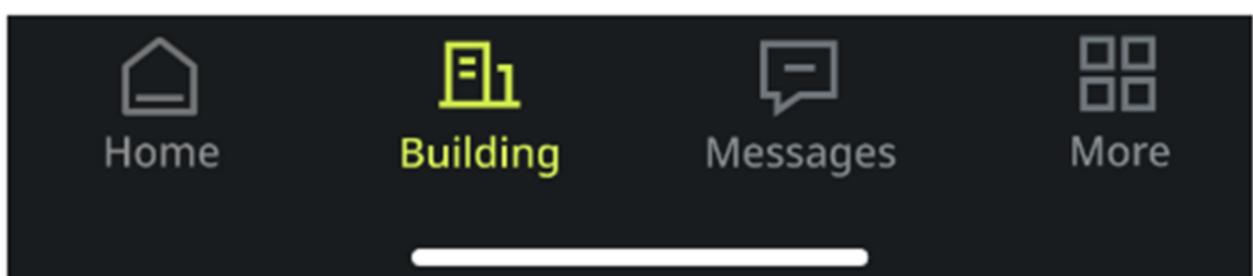


HOW TO NAVIGATE THE BUILDING PAGE

The Building Page is where users can find up-to-date information for their Buildings.

How to: Access & Switch Between Building Pages

- Tap the Building Icon on the bottom toolbar to see the Building Page for your/one of your properties.



Switch Between Buildings

1. Managed by Strata Title Administration Ltd:

- Click the 'Plan Number' dropdown on the Building Profile to see your list of buildings.

Plan No. 1234 ▼

Sun Hills Apartments
56 O'Mally Road, ST LEONARDS, 2065, NSW

- Selecting one of these buildings will then take you to its Building Profile. Properties that are managed by other Body Corporate Secretaries will not appear in this dropdown.

2. Other Body Corporate Secretaries:

- If you have properties managed by different Body Corporate Secretaries, tap the User Icon on the Home Page. Then, select the relevant Body Corporate Secretary and proceed as above.

How to: Manage Invoices

- On the Building Page, tap 'Open Invoices' to view a list of invoices. You can see both 'Open' and 'Paid' invoices here.

Other Information Available

- View Manager Contact Information: Under 'Manager,' you can see a list of your Strata and Building Managers. Tap on a manager's name to view their contact details.
- Access Noticeboard: Tap 'All Notices' to see posts and updates from your Body Corporate Secretary. Click on a post to view full details and download any attachments.