



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.

You can request an invitation to join from your Strata Council and it will be emailed to you. You can also register directly at Portal.Stratapress.com/Register.

Thank you.

Simple Strata Solutions, Inc

StrataPress.com

info@stratapress.com

250-412-6595

Portal.StrataPress.com

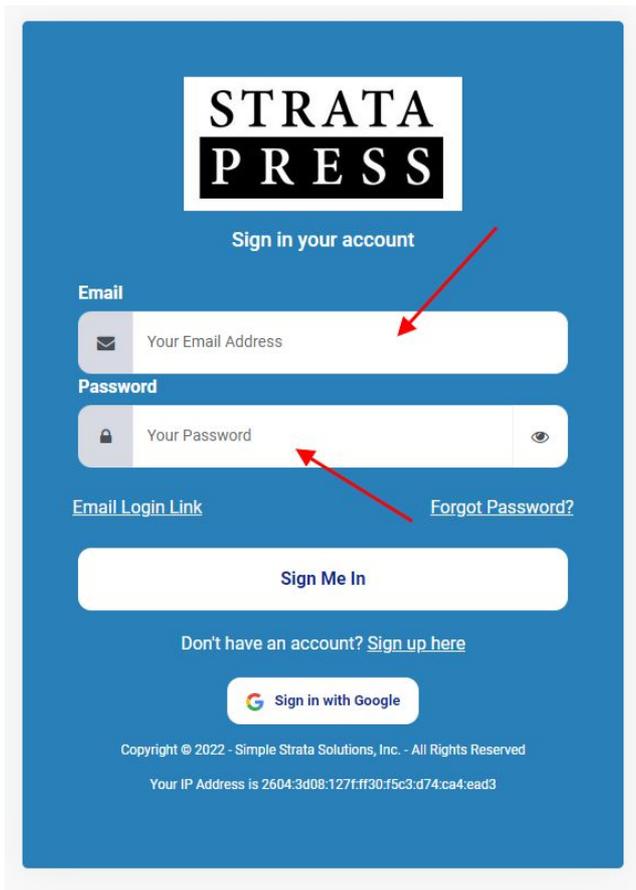
Our previous strata website system has transitioned to a more secure and flexible dashboard system that allows for all of the same functionality of the strata websites, plus more.

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 or visit Portal.StrataPress.com/Register to register for your strata.



The screenshot shows the Strata Press sign-in page. 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 and an IP address.

The Strata Owner's Portal

The Owner's dashboard has a clean and clutter-free design allowing Strata Owners to easily navigate and find the information they require.

StrataPress provide Property Managers a platform for quickly distributing documents and other information to Strata Owners.

StrataPress also provides a secure and confidential way for Strata Owners to communicate with their Strata Council and Property Manager.



Dashboard

Documents

Updates

Discussions

Requests

Dashboard



John Jordan

Profile Settings

Dashboard for VIS 9999 - Victoria Condo

Property Details

Property Name

Victoria Condo

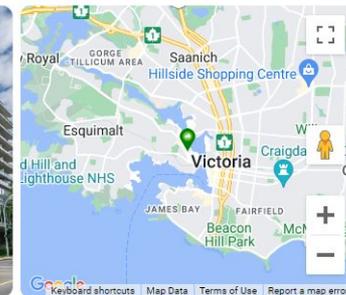
Strata Plan

VIS 9999

Address

123 Tyee Rd
2011
VICTORIA, British Columbia
V9A-0B4

Access Level: Council Member



Strata Documents

These documents are provided for the Owners living at VIS 9999 (Victoria Condo). If you have any questions or comments, please contact your Property Manager.

Contact Management

Property Manager

StrataPress Property Manager
123 Anywhere Drive, Nanaimo
250-555-5555

Feedback

The Strata Owner's Portal

A menu item for the Dashboard, consisting of a blue globe icon and the text "Dashboard" in a blue sans-serif font. The item is highlighted with a light blue background and a dark blue vertical bar on its right side.A menu item for Documents, consisting of a grey folder icon and the text "Documents" in a grey sans-serif font.A menu item for Updates, consisting of a grey document icon with a list symbol and the text "Updates" in a grey sans-serif font.A menu item for Discussions, consisting of a grey document icon with a speech bubble and the text "Discussions" in a grey sans-serif font.A menu item for Requests, consisting of a grey document icon with a pencil and the text "Requests" in a grey sans-serif font.

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.

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

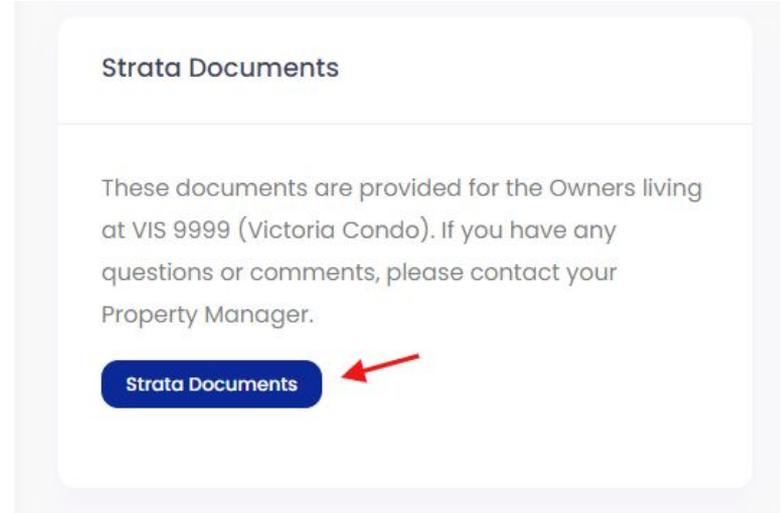
Accessing Information

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.

You can access and view **Documents** using either link.

-  Dashboard
-  Documents 
-  Updates
-  Discussions
-  Requests

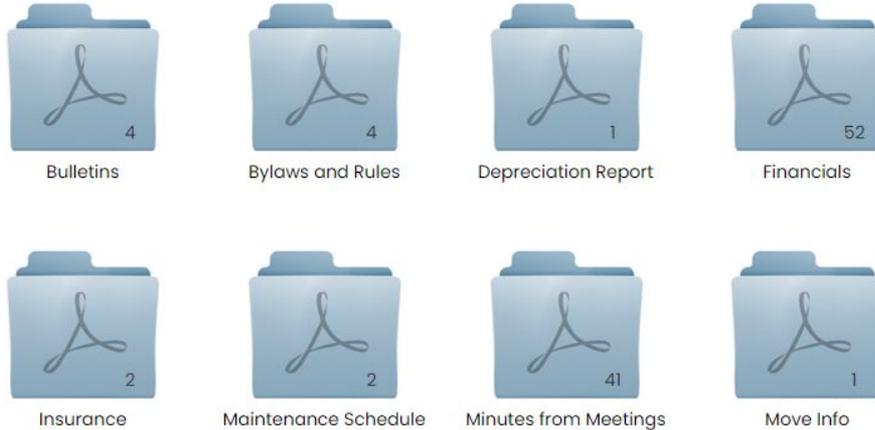
A screenshot of a "Strata Documents" widget. The widget has a title "Strata Documents" at the top. Below the title is a paragraph of text: "These documents are provided for the Owners living at VIS 9999 (Victoria Condo). If you have any questions or comments, please contact your Property Manager." At the bottom of the widget is a blue button with the text "Strata Documents" in white. A red arrow points to the button.

Strata Documents

These documents are provided for the Owners living at VIS 9999 (Victoria Condo). If you have any questions or comments, please contact your Property Manager.

[Strata Documents](#) 

Documents

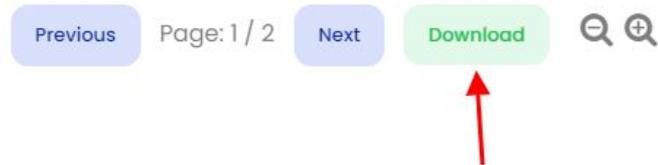


In the **Documents** section you have access to all of your updated strata documents to either view online or download to your computer.

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 document to view it online.

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.



Updates, Discussions & Requests

 Dashboard

 Documents

 Orders

 Updates

 Discussions

 Requests

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.

UPDATES: Posted by the Property Manager or the Strata Council. These are sent to all Strata Owners and registered Tenants via email and may contain attachments like PDF files, Images files or documents.

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

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UPDATES

If you receive an Update from the Property Manager or Strata Council, the entire message will be contained within the email message. A Strata Owner would only need to visit the portal dashboard if they wanted to comment on an Update, if the comments are enabled. Comments can be enabled or disabled on any Update.

All comments are visible to all other Strata Owners.

You can add attachments to an Update and that will be sent directly to the Strata Owner.

The MAX total file size for any Update is 5 MB. We limit this because some email programs will just reject messages with attachments totalling more than 5 MB.

If there is a Section within a strata, it's possible to post Updates only for the registered Owners within that section. Strata Users need to be assigned to a Section in order to receive Updates for a Section.

Updates, Discussions & Requests

 Dashboard Documents Orders Updates Discussions Requests

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. There is also a link provided to opt-out of further notifications about that Discussion.

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 any point in a Discussion thread, attachments can be added. Attachment file types can be PNG, JPG, PDF, DOC, DOCX or XLS.

Updates, Discussions & Requests

 Dashboard Documents Orders Updates Discussions Requests

REQUEST

Requests are messages created by the Strata Owner and sent to the Property Manager and Council. Requests are only viewable by the Strata Manager, Strata Council, and the Strata Owner who created the Request. All Request are archived for future reference by the Owner or the Strata Council.

A Strata Owner can send a Request via the dashboard. There is a link to the Request section where a new Request can be created and previously submitted Requests can be viewed.

When a Request is submitted, it is send via email to all Council Members and the Strata Manager. All participants can reply on a Request thread.

Requests can have attachments up to a total of 5MB.

Attachments file types can be PNG, JPG, PDF, DOC, DOCX or XLS.

Updates, Discussions & Requests

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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 '**Requests**' 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 this type of communication between an Owner, Council and Management.

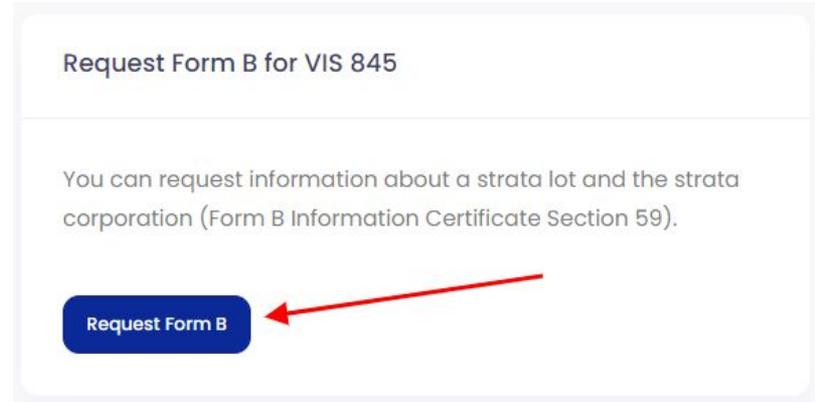
Request a Form B Certificate

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**'.

As per the Strata Property Act, The Property Manager is required to provide the Form B Certificate within 5 business days of a request. The maximum charge for a Form B is \$35 plus up to 25 cents per page for copying including photocopying or other means of reproduction, plus tax.



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 business 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	



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 an email notification that will take you to the order details. TO access the Form B from the dashboard, click the 'Completed Requests' button found on the From B widget. This button only appears when a request has been completed.

From the list of orders (if more than one), 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

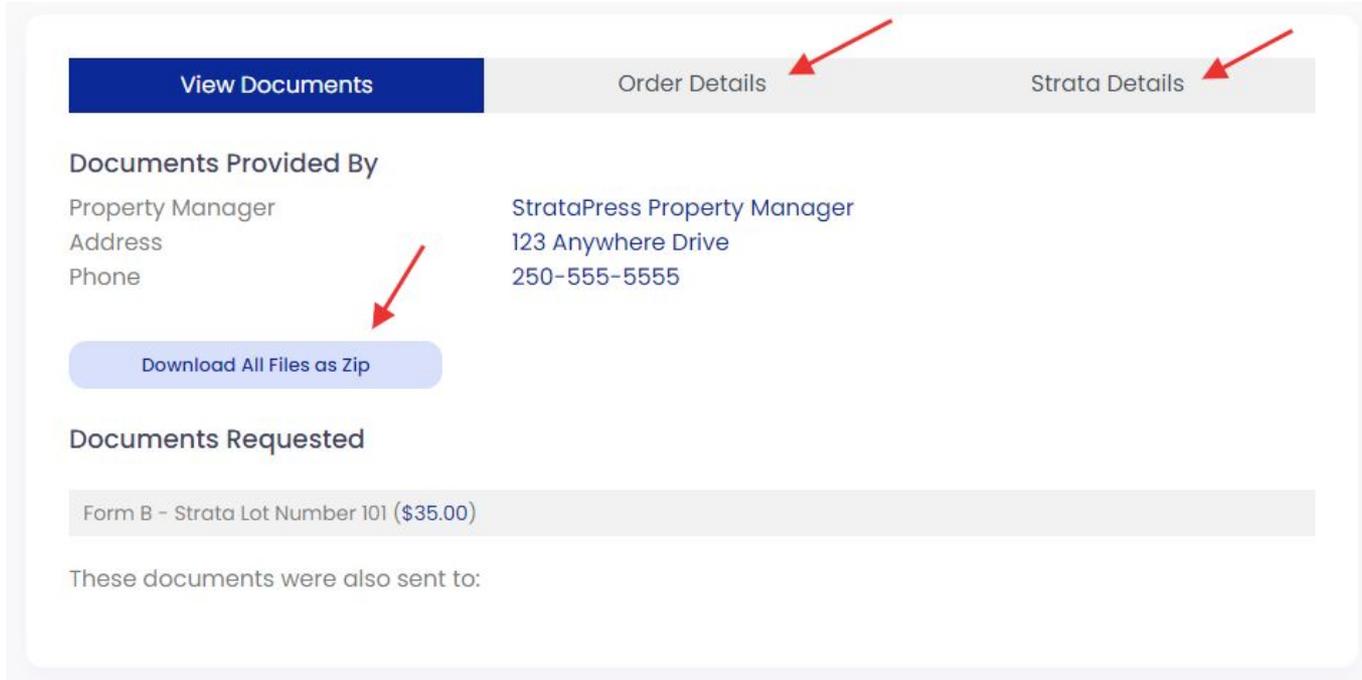


#	Strata	Cost	Status	Due
View Order #7811	VIS 99999	\$48.28	Paid	Mar 9, 2022 - 03:43 pm
View Order #7810	VIS 99999	\$48.28	Paid	Mar 9, 2022 - 02:02 pm



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.

A screenshot of a web interface for Strata Press. At the top, there are three tabs: "View Documents" (dark blue), "Order Details" (light grey), and "Strata Details" (light grey). Red arrows point to the "Order Details" and "Strata Details" tabs. Below the tabs, the "Documents Provided By" section lists contact information for the StrataPress Property Manager. A red arrow points to a "Download All Files as Zip" button. Below this is the "Documents Requested" section, which shows a single item: "Form B - Strata Lot Number 101 (\$35.00)". At the bottom, it says "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

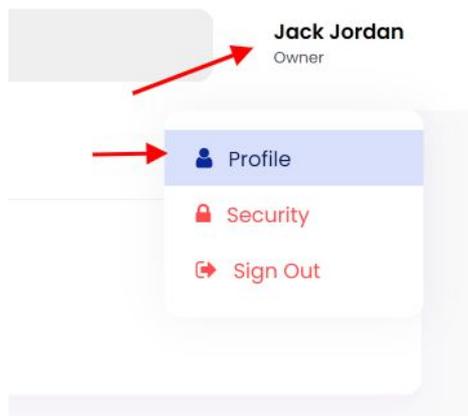
[Download All Files as Zip](#)

Documents Requested

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

These documents were also sent to:

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

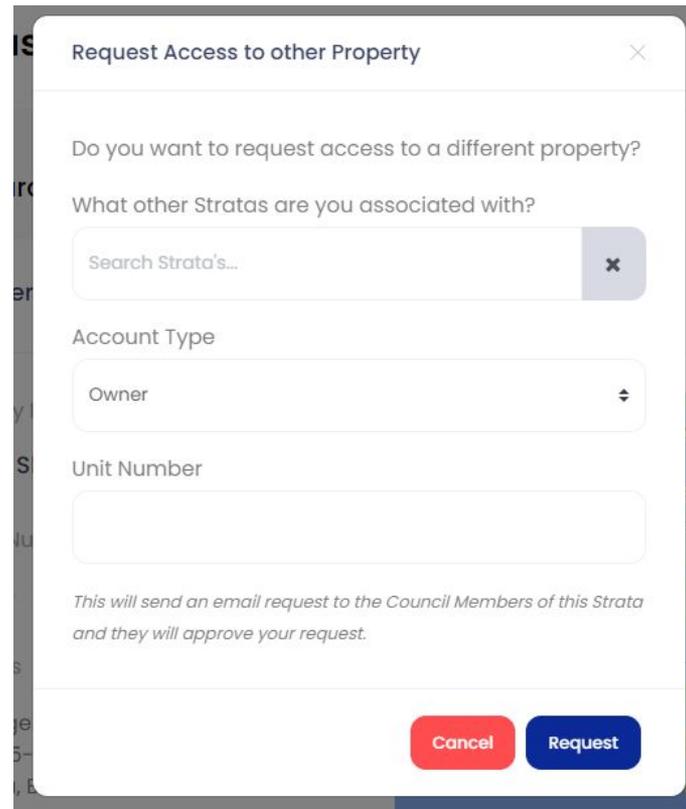


You can access multiple Strata Corporations with one account, if that property is on the StrataPress platform.

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.



The screenshot shows a mobile application interface for requesting access to another property. The form is titled "Request Access to other Property" and includes the following fields and elements:

- A question: "Do you want to request access to a different property?"
- A question: "What other Stratas are you associated with?" followed by a search input field labeled "Search Strata's..." with a clear 'x' button.
- A dropdown menu for "Account Type" with "Owner" selected.
- An input field for "Unit Number".
- A note: "This will send an email request to the Council Members of this Strata and they will approve your request."
- Two buttons at the bottom: a red "Cancel" button and a blue "Request" button.

Tenants Registration For Updates

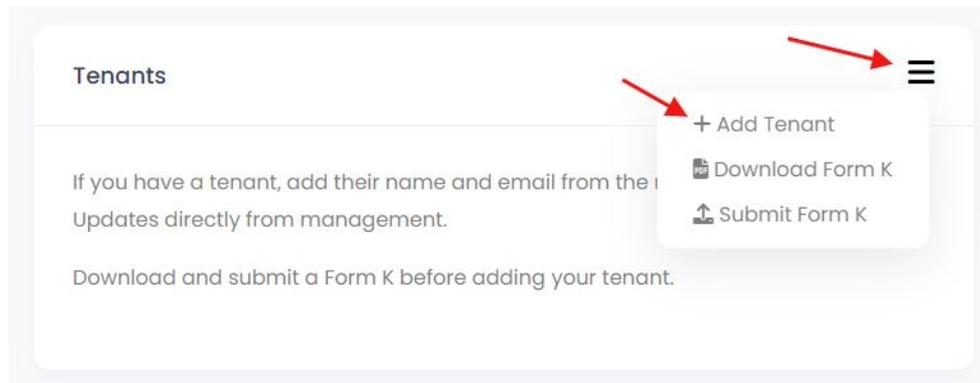
If, as a Strata Owner, you rent your unit to a Tenant, you can submit their email contact information to the Property Manager so they can be included on any posted Updates.

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. Not all properties allow Tenants, so it will not be available in that case.

You can also download a Form K (Notice of Tenant's Responsibilities) and submit it on the dashboard.

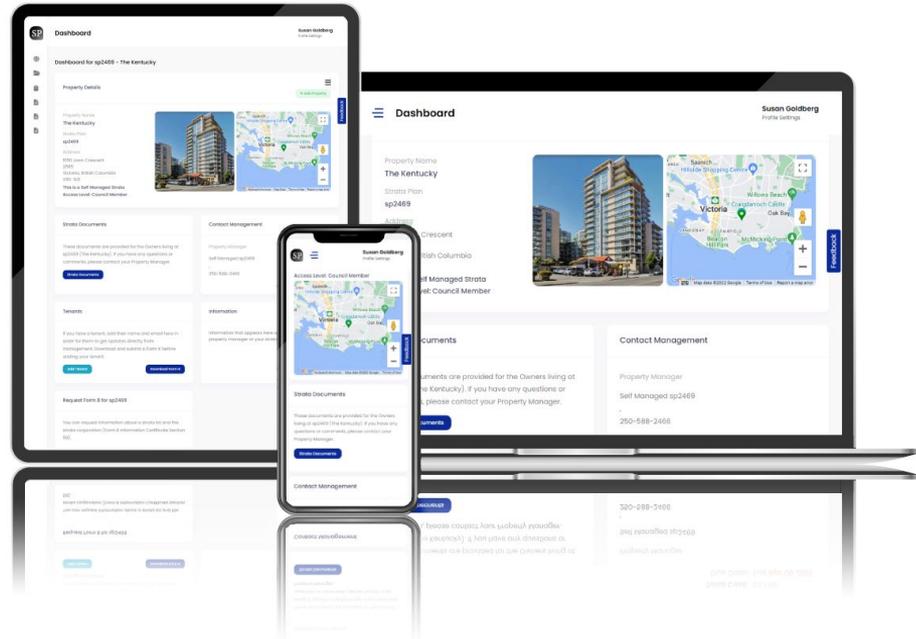


Look for the Tenant widget on the main dashboard and click on the mini-menu in the top right corner of the Tenant widget, then select **'+Add Tenant'**.

You will be requested to provide your Tenants Name, Email and Phone Number. Once complete, submit the request for access.



By Simple Strata Solutions, Inc.



The Strata Owner's Portal is developed and maintained by Simple Strata Solutions, Inc.
For more help visit [Help.StrataPress.com](https://www.Help.StrataPress.com)

