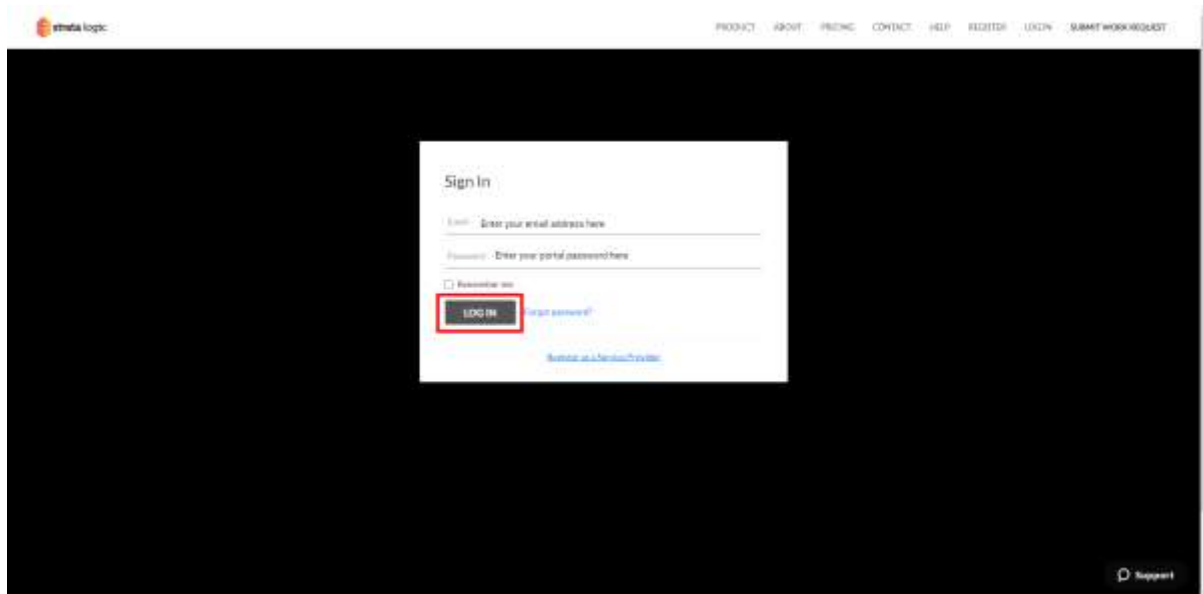


## How to view Levy Notices in the Owners Portal

Our owners portal allows you to view and download all your past and present levy notices (as well as other important information about your building) with just a few clicks.

To get started go to <https://stratalogic.my.smata.com>

Enter your email address and portal password and select **LOG IN**



The screenshot shows the Strata Logic login interface. At the top left is the Strata Logic logo. At the top right is a navigation menu with links: PRODUCT, ABOUT, PRICING, CONTACT, HELP, REGISTER, LOGIN, and SUBMIT WORK REQUEST. The main content area is a dark grey rectangle containing a white login form. The form is titled "Sign In" and has two input fields: "Email" with the placeholder "Enter your email address here" and "Password" with the placeholder "Enter your portal password here". Below the password field is a checkbox labeled "Remember me" and a "LOG IN" button. A red rectangle highlights the "LOG IN" button. Below the button is a link that says "Forgot your password?". At the bottom right of the dark grey area is a "Support" link with a magnifying glass icon.

If you don't have a portal account, you can follow these steps

Email [myportalsupport@stratalogic.com.au](mailto:myportalsupport@stratalogic.com.au) and request a portal account.

Be sure to include your full name, lot number and Strata Plan number.

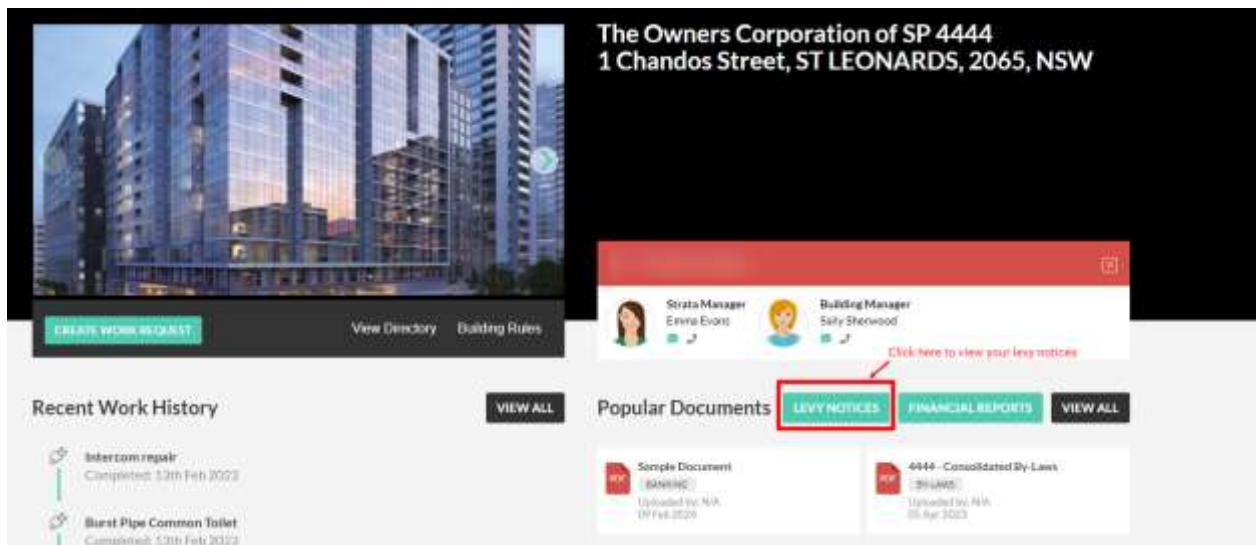
or

call 0488 841 400.

Our team will set up your account and you will receive an email invitation. Follow the instructions to activate your account.

Once you're logged in, you can access information and documents for your building.

To view your levy notices, Click *Levy Notices*



The screenshot displays the Strata Logic portal interface for 'The Owners Corporation of SP 4444' at '1 Chandos Street, ST LEONARDS, 2065, NSW'. The interface includes a header with the building name and address, a navigation bar with 'CREATE WORK REQUEST', 'View Directory', and 'Building Rules', and a user profile section for 'Strata Manager Emma Evans' and 'Building Manager Sally Sherwood'. A red box highlights the 'LEVY NOTICES' button in the 'Popular Documents' section, with a red arrow pointing to a link that says 'Click here to view your levy notices'. The 'Recent Work History' section shows two items: 'Intercom repair' and 'Burst Pipe Common Toilet', both completed on 12th Feb 2022. The 'Popular Documents' section shows two documents: 'Simple Document (BANKING)' and '4444 - Consolidated By-Laws', both uploaded by N/A on 17 Feb 2022 and 05 Apr 2022 respectively.

You can now see all your past levy notices. Click on the



icon to view the document.



If you want to save a copy to your computer, click the *Download* button at the bottom right of the screen.

