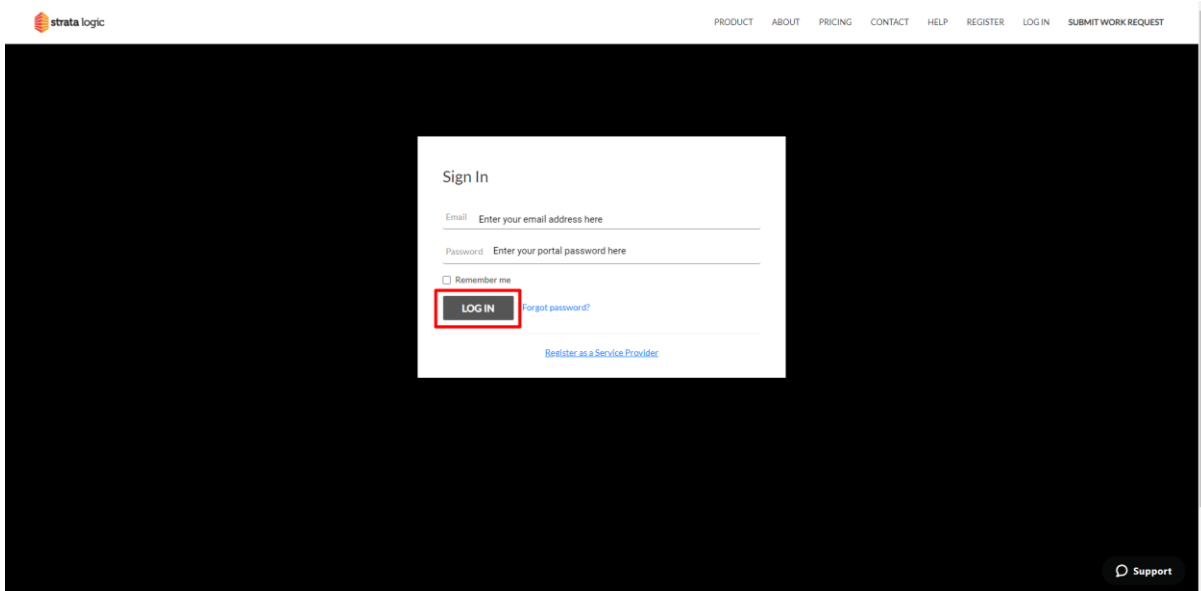


How to view Levy Notices in the Owners Portal

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. The top right navigation menu includes: PRODUCT, ABOUT, PRICING, CONTACT, HELP, REGISTER, LOG IN, 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 the following fields and elements:

- Email:** A text input field with the placeholder text "Enter your email address here".
- Password:** A text input field with the placeholder text "Enter your portal password here".
- Remember me:** A checkbox with the label "Remember me".
- LOG IN:** A button with the text "LOG IN" in white on a dark background, highlighted with a red rectangular border.
- Forgot password?:** A blue text link located to the right of the "LOG IN" button.
- Register as a Service Provider:** A blue text link located below the "Forgot password?" link.

In the bottom right corner of the dark grey area, there is a "Support" link with a speech bubble icon.

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

Email myportalsupport@stratalogic.com.au and request a portal account.

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

or

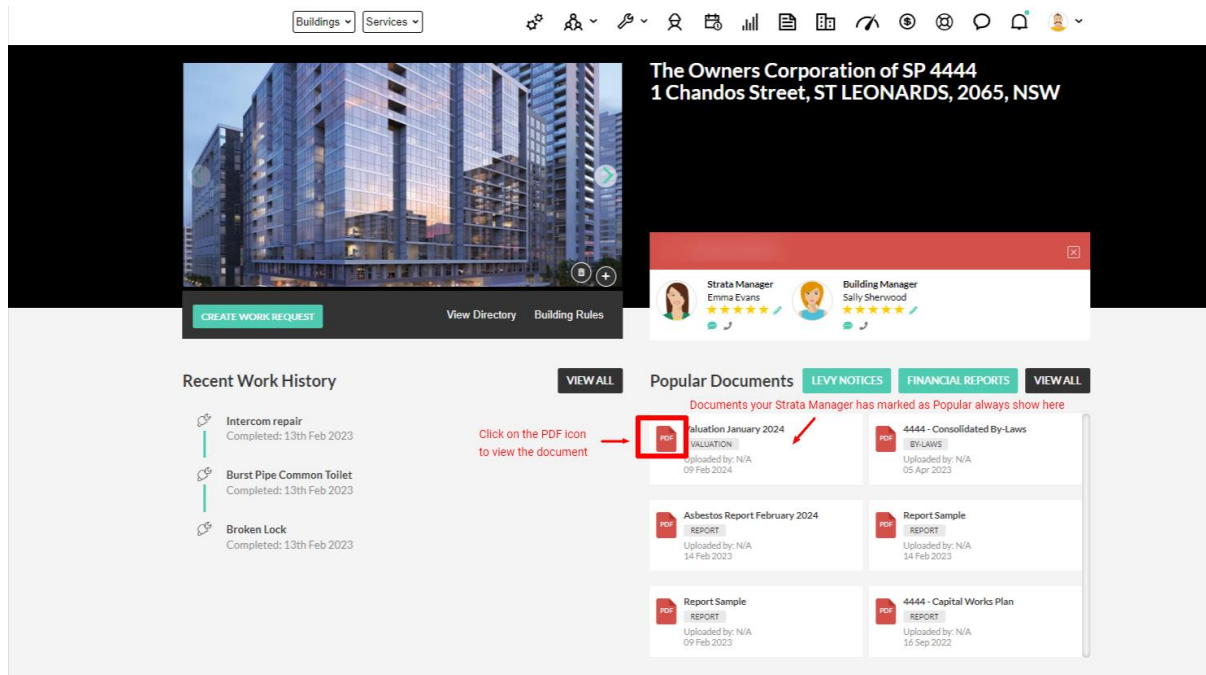
call 0488 841 400.

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.

How to view popular documents for your building

The documents that your Strata Manager has set as popular – for example, By-Laws, Plans and Valuations, are visible on the screen. Click on the Icon beside the document name to view the document details.



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 navigation bar with 'Buildings' and 'Services' dropdowns, and a toolbar with various icons. A large image of the building is shown on the left, with a 'CREATE WORK REQUEST' button and 'View Directory' and 'Building Rules' links below it. On the right, there are profiles for the 'Strata Manager' (Emma Evans) and 'Building Manager' (Sally Shenwood). Below these profiles, there are tabs for 'VIEW ALL', 'Popular Documents', 'LEVY NOTICES', 'FINANCIAL REPORTS', and 'VIEW ALL'. The 'Popular Documents' section is highlighted with a red box, and a red arrow points to a PDF icon next to the document 'Valuation January 2024'. A red text box with an arrow pointing to the PDF icon says 'Click on the PDF icon to view the document'. Other documents listed include '4444 - Consolidated By-Laws', 'Asbestos Report February 2024', 'Report Sample', and '4444 - Capital Works Plan'.

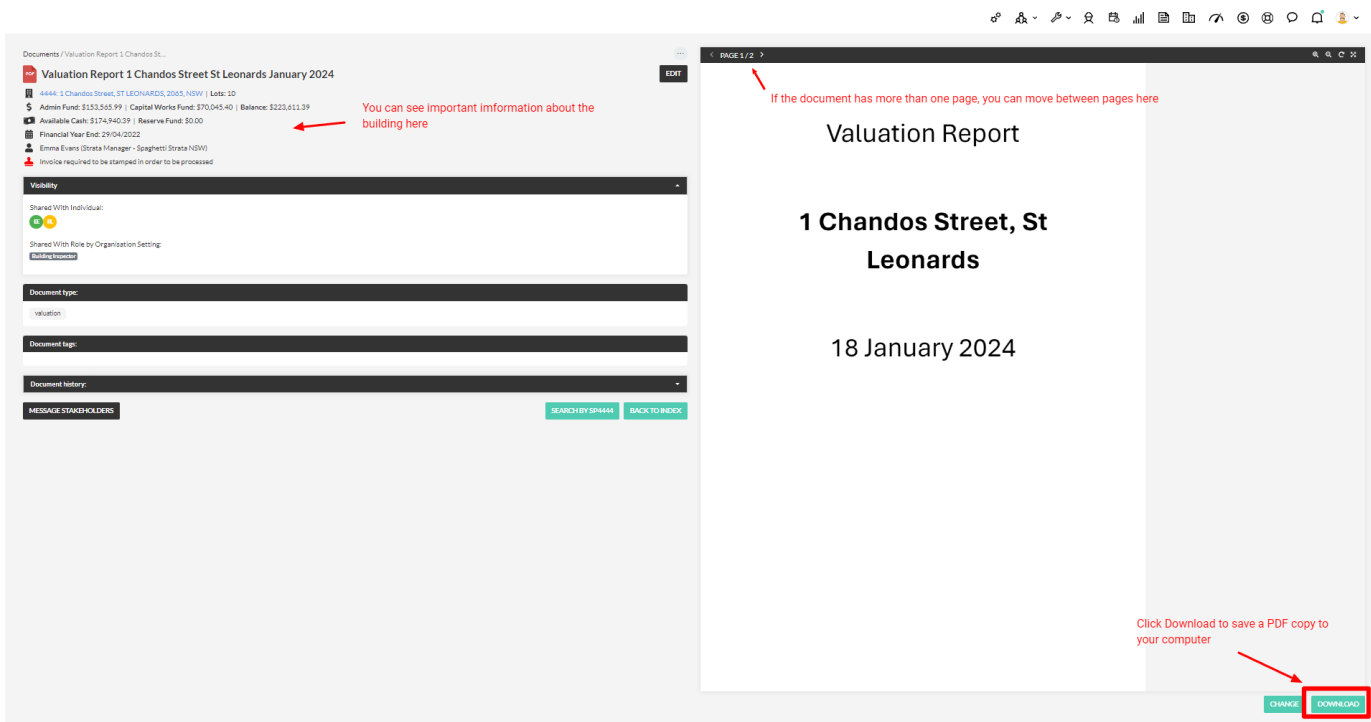
The document details now show on the screen, as well as information about your building's financial position.

If the document has more than one page, you can view each page by clicking on the top left of the document image.

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

DOWNLOAD

The document will usually be saved in your *Downloads* folder on your computer.



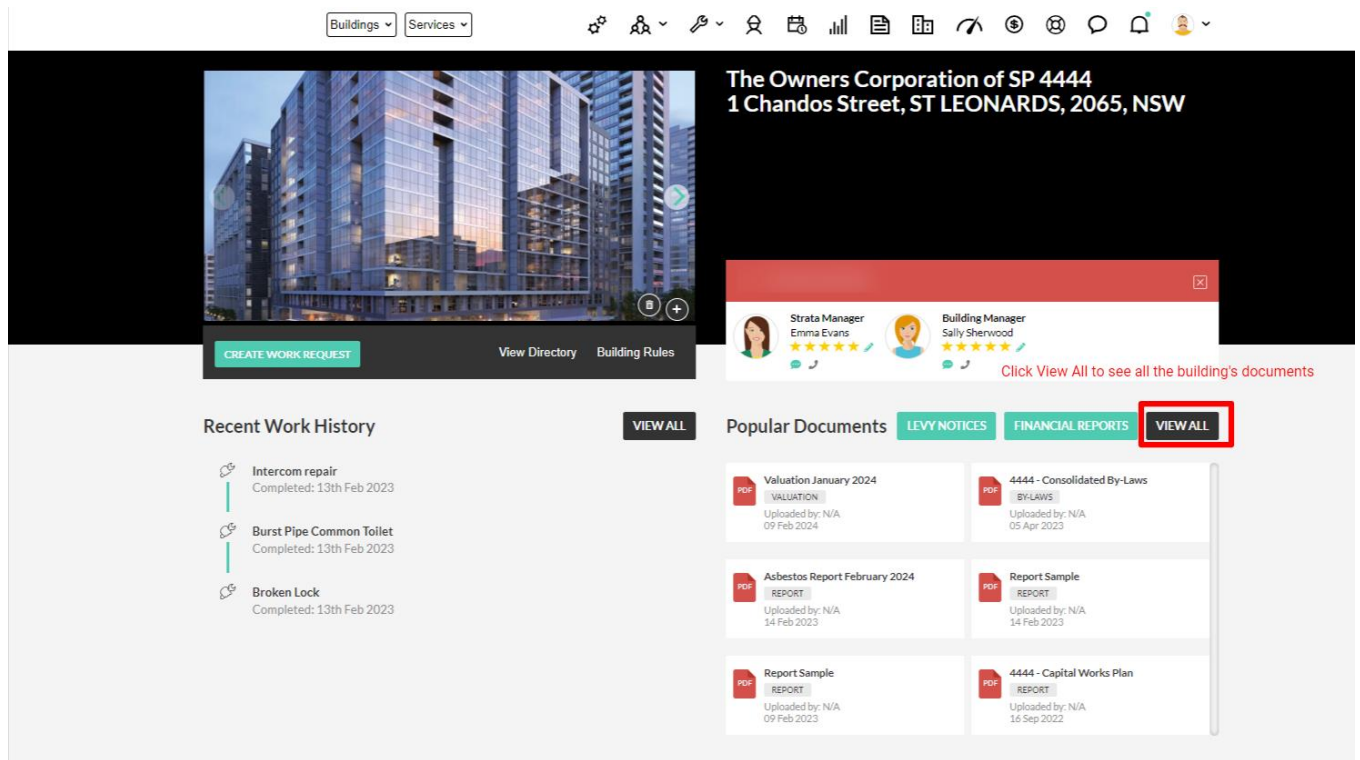
The screenshot displays a document viewer interface. On the left, a sidebar contains document details for "Valuation Report 1 Chandos Street St Leonards January 2024". This includes the address "4444: 1 Chandos Street, ST LEONARDS, 2005, NSW | Lots: 10", financial information such as "Admin Fund: \$153,565.99 | Capital Works Fund: \$70,045.40 | Balance: \$223,611.39", and "Available Cash: \$17,940.39 | Reserve Fund: \$0.00". It also lists the financial year end as 29/04/2022 and the manager as Emma Evans. A red arrow points to the address information with the text "You can see important information about the building here".

The main viewing area shows the document content, which is a title page for a "Valuation Report" for "1 Chandos Street, St Leonards" dated "18 January 2024". A red arrow points to the top left of the document image with the text "If the document has more than one page, you can move between pages here".

At the bottom right of the document image, there are two buttons: "CHANGE" and "DOWNLOAD". A red arrow points to the "DOWNLOAD" button with the text "Click Download to save a PDF copy to your computer".

How to view all the documents for your building

To view all the documents of your building, not just the popular documents, click *View All*



The Owners Corporation of SP 4444
1 Chandos Street, ST LEONARDS, 2065, NSW

Strata Manager
Emma Evans

Building Manager
Sally Sherwood

Click View All to see all the building's documents

Recent Work History

- Intercom repair
Completed: 13th Feb 2023
- Burst Pipe Common Toilet
Completed: 13th Feb 2023
- Broken Lock
Completed: 13th Feb 2023

VIEW ALL

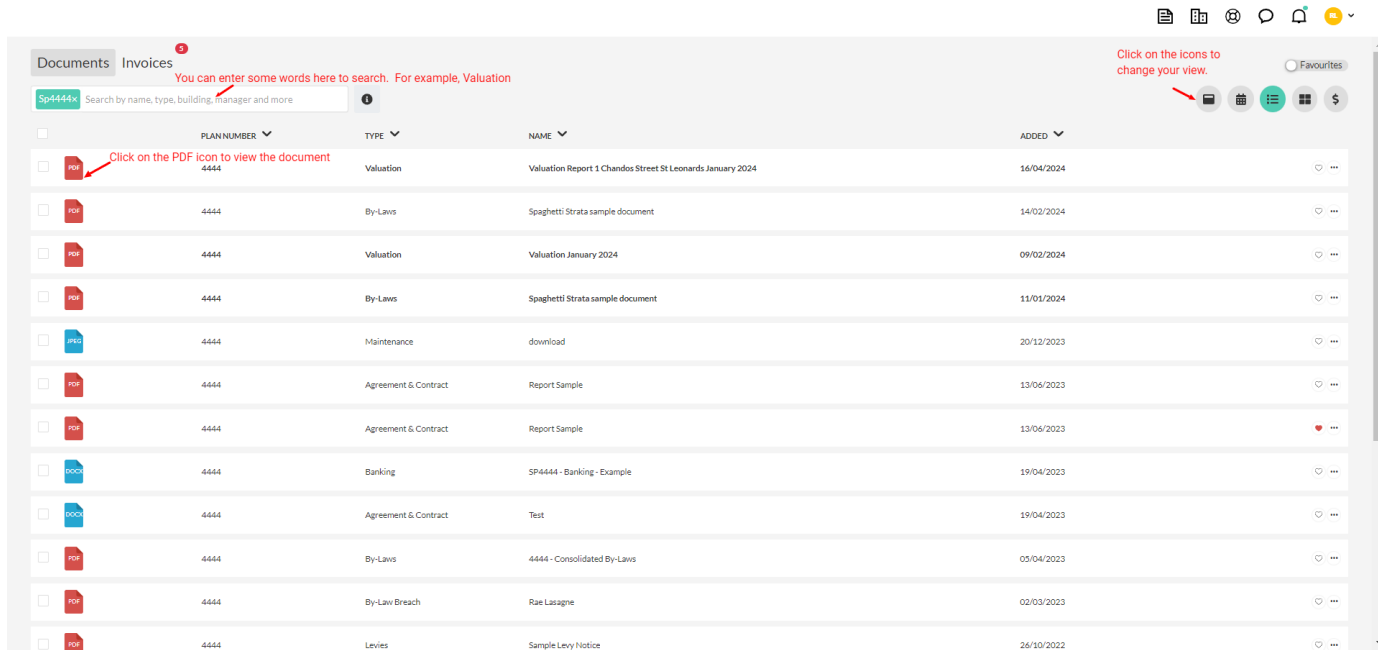
Popular Documents

- LEVY NOTICES
- FINANCIAL REPORTS
- VIEW ALL

Valuation January 2024 VALUATION Uploaded by: N/A 09 Feb 2024	4444 - Consolidated By-Laws BY-LAWS Uploaded by: N/A 05 Apr 2023
Asbestos Report February 2024 REPORT Uploaded by: N/A 14 Feb 2023	Report Sample REPORT Uploaded by: N/A 14 Feb 2023
Report Sample REPORT Uploaded by: N/A 09 Feb 2023	4444 - Capital Works Plan REPORT Uploaded by: N/A 16 Sep 2022

From the *View All* screen you can open and view all the documents

Click on the icon on the left to open and view each document.



Documents Invoices 3

You can enter some words here to search. For example, Valuation

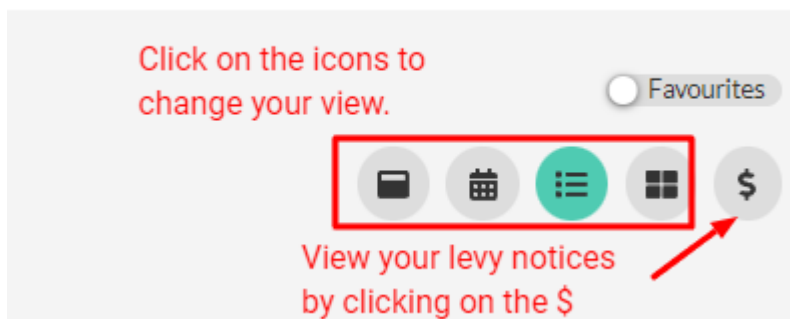
Sp4444x Search by name, type, building, manager and more

Click on the icons to change your view. Favourites

	PLAN NUMBER	TYPE	NAME	ADDED
<input type="checkbox"/>	4444	Valuation	Valuation Report 1 Chandos Street St Leonards January 2024	16/04/2024
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	14/02/2024
<input type="checkbox"/>	4444	Valuation	Valuation January 2024	09/02/2024
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	11/01/2024
<input type="checkbox"/>	4444	Maintenance	download	20/12/2023
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023
<input type="checkbox"/>	4444	Banking	SP4444 - Banking - Example	19/04/2023
<input type="checkbox"/>	4444	Agreement & Contract	Test	19/04/2023
<input type="checkbox"/>	4444	By-Laws	4444 - Consolidated By-Laws	03/04/2023
<input type="checkbox"/>	4444	By-Law Breach	Rae Lasagne	02/03/2023
<input type="checkbox"/>	4444	Levies	Sample Levy Notice	26/10/2022

The view defaults to a list of documents but you can change your view by clicking on the icons at the top right of the screen

If you just want to view your levy notices, click on the \$ sign.



Click on the icons to change your view. Favourites

View your levy notices by clicking on the \$