



Portal Access and Set-Up By a ForesheW Strata Agency Client

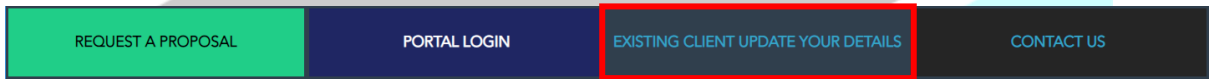
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How to Register on the Portal

- 1) Access the portal via the FSA website (HOME PAGE)

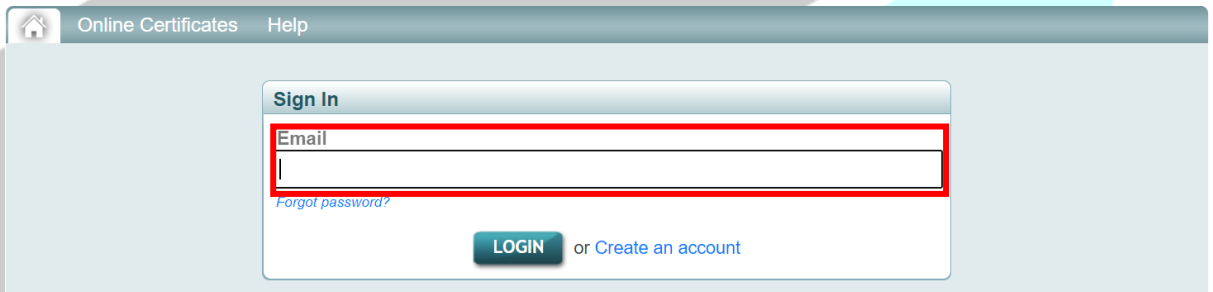


Or further down on the home page, there is another Access Point, per below.

UPDATE DETAILS VIA PORTAL
To receive correspondence or levy notice via email, complete the Email Authority Form.
[CLICK HERE](#)

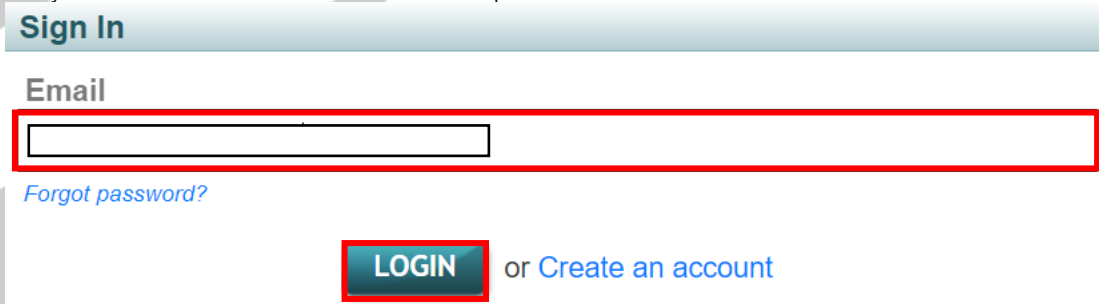
- 2) Sign In; You need to have your email recorded against your lot in the FSA Software System.

If you have not recorded your email with us, email rolls@foreshewstrata.com.au and request that your email is recorded against your SP (insert SP#) and lot number.



Once your email is recorded, attend to the following steps.

- 3) Put your email address in Per Below. Then press **LOGIN**.



- 4) It will identify that an account has not been created, Select '**Send Email**'.



Sign In

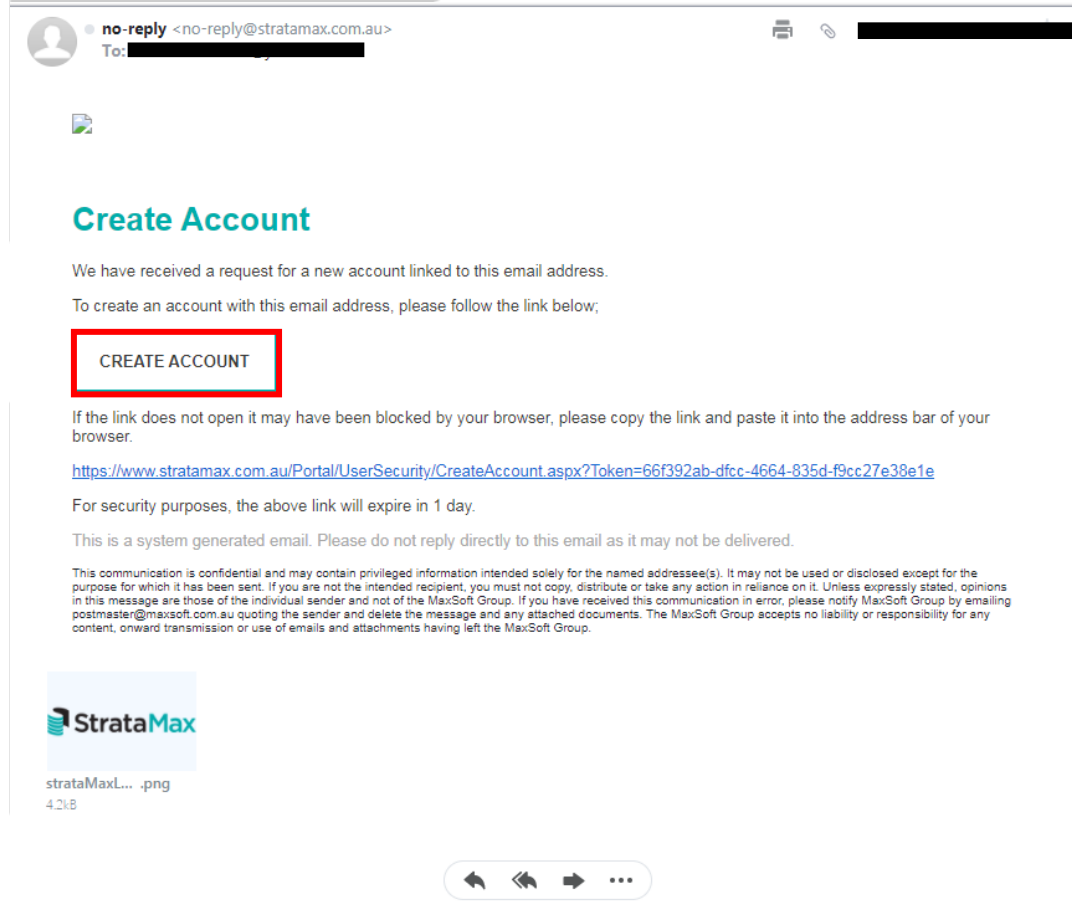
Your account does not exist, please create your account.

[\(change\)](#)

To create an account use the button below to send an email to start the process.

SEND EMAIL or [Change email](#)

The below email will be sent – select create account.





You will need to complete the below fields. Then press **CREATE**.

Online Certificates Help

Create StrataMax Portal Account

BACK

StrataMax Portal Account Details

Email

Name Title
-- Choose Title --

First Name

Surname

Password

Password Strength:
Password must be a minimum of 6-characters with combination of uppercase and lowercase characters, numbers and symbols.

Confirm Password

I accept the [Terms & Conditions](#)

CREATE

Once you have completed the above, it will take you to the **On-Line Portal**.



Change Your Details Via Portal

Select 'My Info'

Home Invoice Hub **My Info** Payments Reports & Documents Help Contact Us
My Details | My Strata Manager

Select 'My Details'

Home Invoice Hub **My Info** Payments Reports & Documents Help Contact Us
My Details | My Strata Manager

Below Screen will POP-Up. Complete your details and press **SUBMIT**.

Change Details

Full Name :

ABN :

Email :

Letter Title :

Address Title :

Res/Bus Address :

Notice Address : Address is different from above

Levy Notice Address : Address is different from above

Co-Owner Addresses : Address is different from above

Home Phone :

Business Phone :

Mobile Phone :

Fax :

CANCEL

SUBMIT



Access Your Levy Ledger / Check When Levies Are Due

1.0 Select 'Reports & Documents'

Reports & Documents

2.0 Select 'Owner Information Report'

Owner Information Report

Download 

3.0 Select 'View/Download Report'

View/Download Report

RETURN TO PREVIOUS PAGE

Select '**click here to view the report**'. The report will then be downloaded, you can review your details per below.

The report should automatically launch in another browser window.

If the report does not appear automatically you can [click here to view the report](#).



Strata Plan No. [REDACTED]

A/c No 02100011

Owner Information

| | | | | | |
|--------------------------------|--------------|--------------------------------|--------------|----------------------------|---------------|
| Lot No | Entitlements | Unit No | StrataPay No | Car Space | Storage Space |
| 00011 | 260 | 11 | 150241764 | | |
| Owner Name [REDACTED] | | | | | |
| Email [REDACTED] | | | | | |
| Telephone (1) | | Mobile | | [REDACTED] | |
| Telephone (2) | | Facsimile | | [REDACTED] | |
| Account Balance | | Administrative Fund Paid To | | Capital Works Fund Paid To | |
| 728.13 | | 31/05/21 | | 31/05/21 | |
| Residential / Business Address | | Address for Service of Notices | | Levy Notice Address | |
| [REDACTED] | | [REDACTED] | | [REDACTED] | |
| Delivery by Email to Owner | | Delivery by Email to Owner | | Delivery by Email to Owner | |
| Letting Agent [REDACTED] | | | | Address [REDACTED] | |
| Email [REDACTED] | | | | [REDACTED] | |
| Telephone (1) | | Mobile | | [REDACTED] | |
| Telephone (2) | | Facsimile | | [REDACTED] | |

| Date | Description | Fund | Reference | Amount | Balance |
|----------|----------------------|--------------|-----------|---------|---------|
| | Brought Forward | | | 938.20 | 938.20 |
| 17/03/20 | Admin Fund | Admin Fund | R0000183 | -752.13 | 186.07 |
| 17/03/20 | Capital Fund | Capital Fund | RA000183 | -186.07 | 0.00 |
| 20/05/20 | 01/06/20 to 31/08/20 | Admin Fund | I0000363 | 630.50 | 630.50 |
| 20/05/20 | 01/06/20 to 31/08/20 | Capital Fund | I0000385 | 97.50 | 728.00 |
| 25/05/20 | Admin Fund | Admin Fund | R0000187 | -630.50 | 97.50 |
| 25/05/20 | Capital Fund | Capital Fund | RA000187 | -97.50 | 0.00 |
| 15/07/20 | 01/09/20 to 30/11/20 | Admin Fund | I0000407 | 630.50 | 630.50 |
| 15/07/20 | 01/09/20 to 30/11/20 | Capital Fund | I0000429 | 97.50 | 728.00 |
| 06/08/20 | Admin Fund | Admin Fund | R0000213 | -630.50 | 97.50 |
| 06/08/20 | Capital Fund | Capital Fund | RA000213 | -97.50 | 0.00 |
| 15/10/20 | 01/12/20 to 28/02/21 | Admin Fund | I0000451 | 630.50 | 630.50 |
| 15/10/20 | 01/12/20 to 28/02/21 | Capital Fund | I0000473 | 97.50 | 728.00 |
| 30/12/20 | Admin Fund | Admin Fund | R0000256 | -630.50 | 97.50 |

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LEVY REGISTER REPORT

Strata Plan No [REDACTED]

| Levy Year | | Last Annual General Meeting | Entitlements | Total Number of Lots | Financial Year | | | | | |
|------------|--------------|-----------------------------|--------------|----------------------|----------------|-------------------|------------|------------|-------------|---------|
| Start | End | | | | Start | End | | | | |
| 01/05/2021 | 30/04/2022 | 26/04/2021 | 10000 | 22 | 01/03/2021 | 28/02/2022 | | | | |
| Lot No | Description | Period | Notice Date | Amount | Discount | If Paid by or Due | Net Amount | Date Paid | Balance Due | Net Due |
| 00011 | Admin Fund | 01/03/21 to 31/05/21 | 15/01/2021 | 630.50 | 0.00 | 01/03/2021 | 630.50 | 26/03/2021 | | |
| | Admin Fund | 01/08/21 to 31/10/21 | 15/06/2021 | 630.63 | 0.00 | 01/08/2021 | 630.63 | | 630.63 | 630.63 |
| | Admin Fund | 01/11/21 to 31/01/22 | | 630.63 | 0.00 | 01/11/2021 | 630.63 | | | |
| | Admin Fund | 01/02/22 to 30/04/22 | | 630.63 | 0.00 | 01/02/2022 | 630.63 | | | |
| | Capital Fund | 01/03/21 to 31/05/21 | 15/01/2021 | 97.50 | 0.00 | 01/03/2021 | 97.50 | 26/03/2021 | | |
| | Capital Fund | 01/08/21 to 31/10/21 | 15/06/2021 | 97.50 | 0.00 | 01/08/2021 | 97.50 | | 97.50 | 97.50 |
| | Capital Fund | 01/11/21 to 31/01/22 | | 97.50 | 0.00 | 01/11/2021 | 97.50 | | | |
| | Capital Fund | 01/02/22 to 30/04/22 | | 97.50 | 0.00 | 01/02/2022 | 97.50 | | | |