Instructions and Information about

Your Homeowner Portal

Beacon Management Services
6285 Barfield Road, Suite 150
Atlanta, Georgia 30328
(404) 907-2112
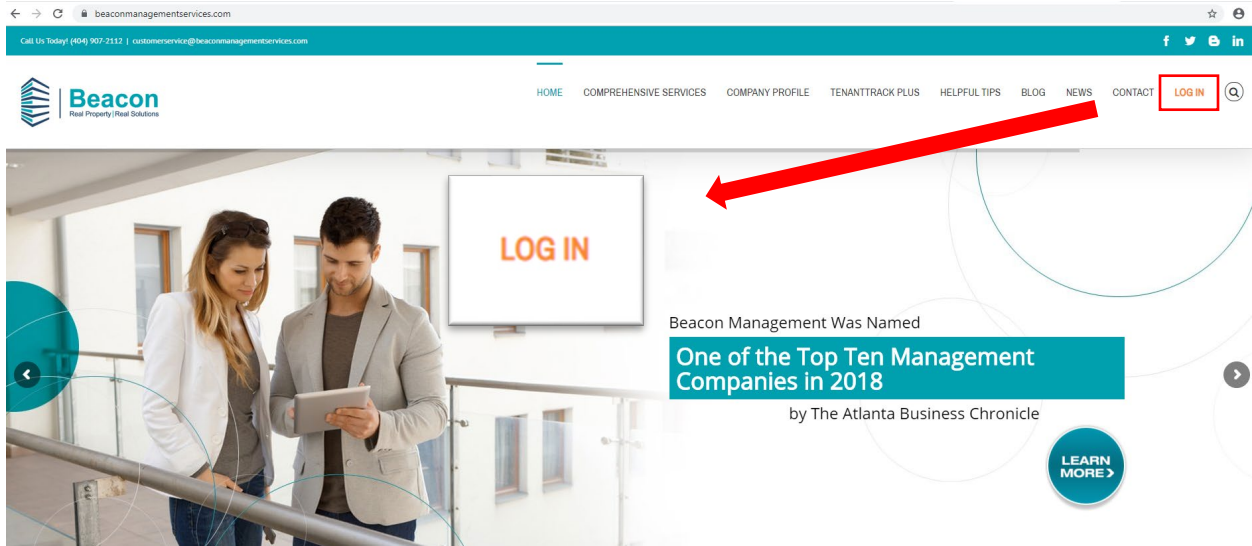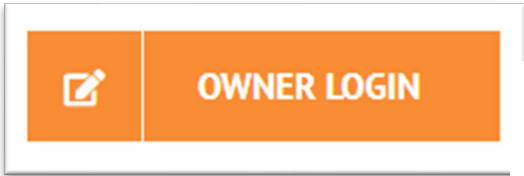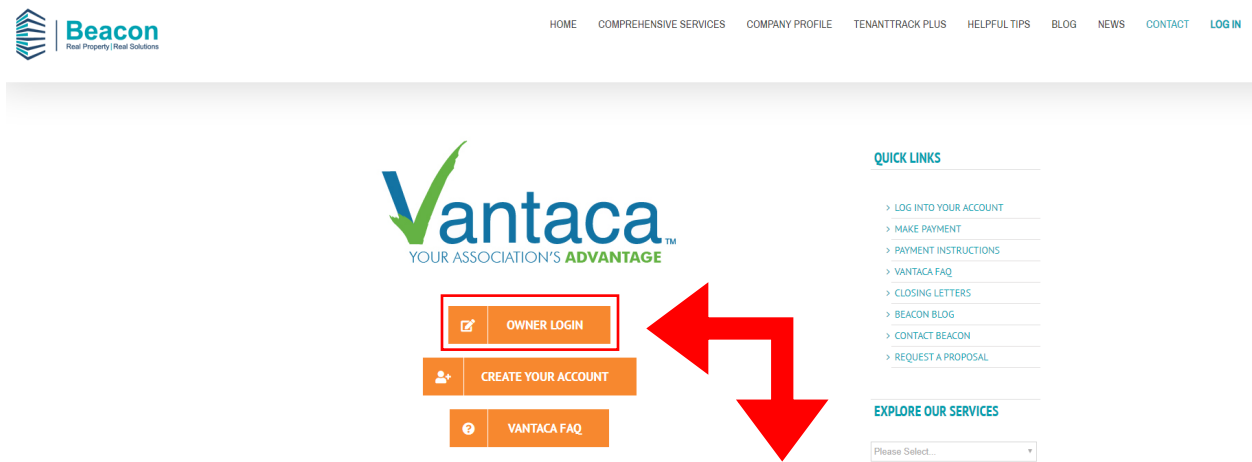
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How to Register for Vantaca

Begin by going to the Beacon Management Services website by typing in beaconmanagementservices.com into your web browser.

Select the "Log In" button in the top right-hand corner of the screen.

Select "Owner Login". This will take you to the Vantaca portal.

Log In

I forgot my login/password

Email

Password

☐ Keep me signed in.

(Do not use on a shared device.)

If you already have your login credentials enter your email in the top box labeled "Email" and your password in the bottom box labeled "Password" then select "Login".

Log In

Sign Up

If you do not already have a login select "Sign Up".

Sign Up

Email

Name

Phone

Account

Password

Confirm Password

Registration Key ⍰

I don't have a portal key or account number.

Sign Up

Log In

Fill in the boxes with the requested information. Your association is the name of your community. If you do not know have you Registration Key, select "I do not have a valid key". On the next page, if you do not know your account number , you can leave the box blank.

Once completed, select "Sign Up". Please allow up to 2 business days for your portal login to be created. A beacon representative will need to verify the information you entered matches the information on the account you are requesting access to. When your login credentials have been created you will receive an email with your password.

Dashboard

The Homeowner Dashboard will always be the first page displayed when you log in to your portal. From the Dashboard you can easily navigate to the other Portal Pages.

The Dashboard page gives an overview of your account information, balance, any upcoming scheduled payments (if applicable), as well as their "Open Items."

My Contact Info

On the My Contact Info page, you can update any of the below information, including mailing address, email, and phone number. You can also control what contact information is available on the directory, as well as your communication preferences.

By selecting the Password tab at the top of this page, you can update your login information.

Billing

On the Billing page, you can see the current state of your Account(s) balance, as well as making payments on each of those accounts in one convenient location. In addition, you can see your account history, along with any charges, adjustments, or payments.

You can even download copies of their statements or Transaction Histories by clicking **Download Report**.

Payment Methods

There are two payment options for you to choose from on the portal:

Make this payment via:

Auto-Draft	PayLease

Auto-Draft

Auto-Draft is free to use and is drafted from your account on the 3rd each month. Auto-Draft will automatically adjust according to your assessment if it increases or decreases so you will not have to make any changes. To set up Auto-Draft, your account must have a zero balance.

PayLease

PayLease offers one-time eCheck, and credit/debit card payments. Card and eCheck payments can be a one-time payment or a recurring payment.

Make a Payment Now

Amount Owed: $ 0.00

Notes:

Make One-Time Payment

Want to set up automatic payments?
Schedule an AutoPay at the frequency of your choice.

Get Started

Recent Payment History

Trans #	Date	Amount	Status
There are currently no Payments			

Active AutoPays

Amount	Account	Debit Day	Freq
Click here to set up a new AutoPay			

Please be advised, PayLease applies a fee for processing payments.

① Amount   ② Account   ③ Review   ④ Receipt

Payment for: **Amount owed**   Payment Amount: **$200.00**

Select a Payment Account

|	Standard Processing
	Payment posts in 1 business day
○ eCheck Bank Account	$2.95 Fee
○ Credit Card	$6.00 Fee

Previous   Continue   Cancel

My Items

On the My Items page, you can not only see open or recently closed items your account, but you can also submit new requests that will create an Action Item for the Management Team. You can see the status the items, open them to see the history, any messages or attachments and even reply directly to the Management Team with any questions or comments you may have.
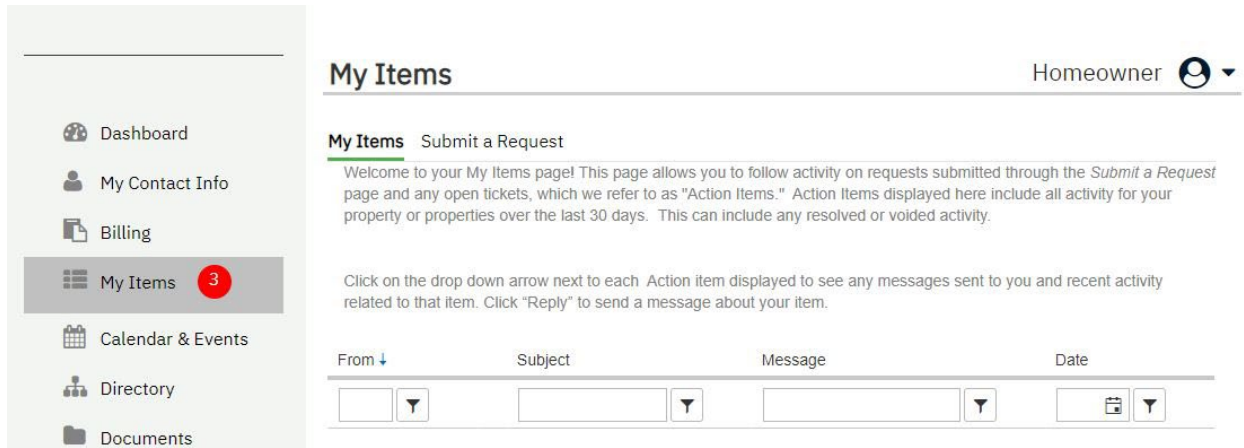
Submit a Request

By clicking the Submit a Request, you can submit various types of requests to the Management Team. The types of requests include Billing Questions, Request an Access Device, Submit a Lease and more.

Calendar & Events

The Calendar will display any Community events, important dates, or reservations within the community.

Directory

All homeowner's have access to the community directory. Here you can see contact information for the boards, committee members, and fellow homeowners. You can choose your Directory Preferences on the My Contact Info page.

Documents

As a homeowner, you have access to Association related documents. This will include Association governing documents, any forms, and monthly financials.

Clicking on a Folder will open that folder for view. Each Folder will show the number of items inside. Clicking a File name will open the file.