

Instructions and Information about
Your Homeowner Portal



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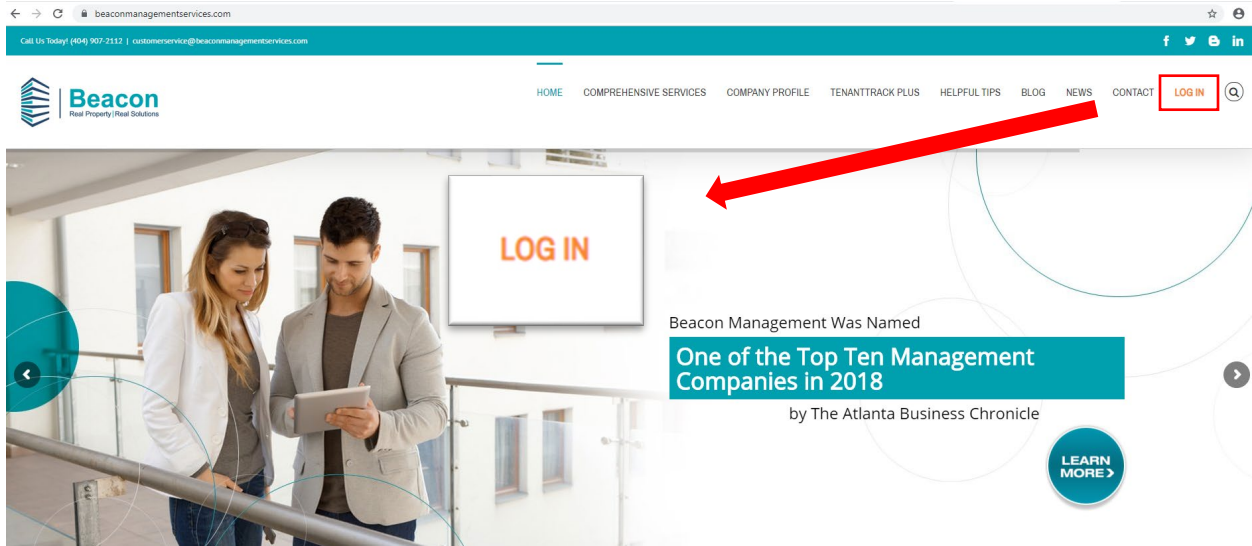
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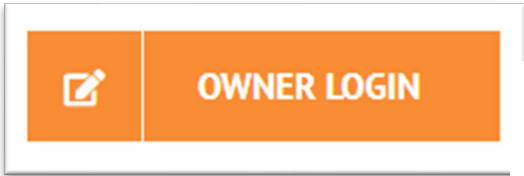
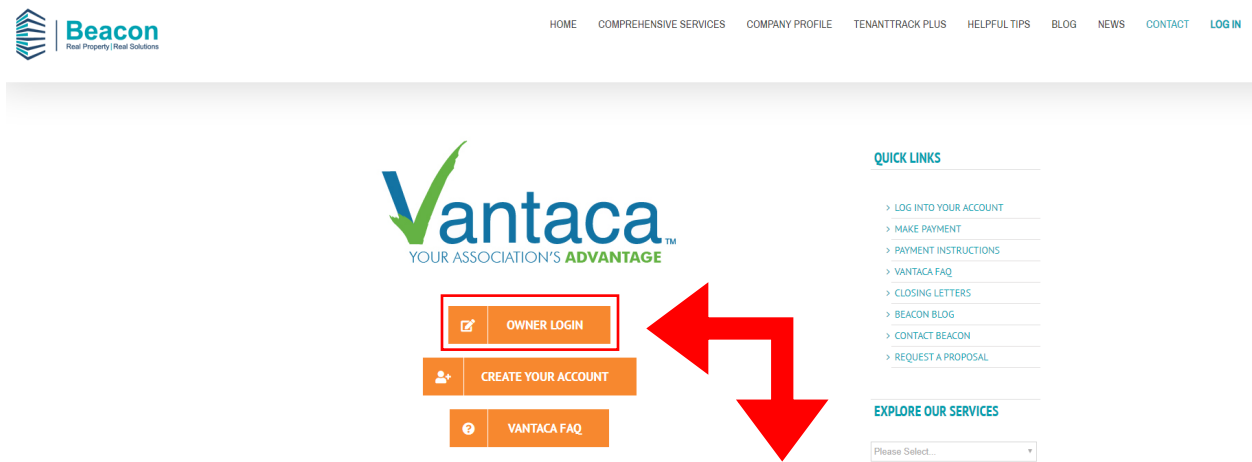
How to Register for Vantaca

← → ↻ 🔒 beaconmanagementservices.com

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.



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”.

Sign Up

Email

Name

Phone

Account

Password

Confirm Password

Registration Key ?

[I don't have a portal key or account number.](#)

Log In

[I forgot my login/password](#)

Email

Password

Keep me signed in.

(Do not use on a shared device.)

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

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 screenshot shows a user dashboard for 'Daphne'. On the left is a navigation menu with options: Dashboard (selected), My Contact Info, Billing, My Items (with a red notification badge '6'), Calendar & Events, Directory, and Documents. The main content area is titled 'Dashboard' and includes a user profile icon. It features three main sections: 'Payments' showing an 'ACCOUNT BALANCE' of '\$0.00' with a 'Make A Payment' button and a note 'There are no Recurring Payments found.'; 'UPCOMING ASSESSMENTS' showing 'Assessment of \$125.00 is due on 12/01/2020'; and 'Open Issues' with a table of five entries. A 'Submit A New Request' button is located below the Open Issues section. At the bottom, there are links for 'Privacy Policy', 'Help', and 'FAQ', and a footer note: 'This site provided by Management Company. Powered by Vantaca. Copyright © 2020'.

Sender	Subject	Message	Date
Daphne	Broadcast Email Message - Owner Response	What about now/	09/30/2020 08:40 PM
Daphne	Email Correspondence - Owner Response	Reply Test	09/30/2020 12:46 PM
Daphne	Broadcast Email Message - Owner Response	Here is my reply	09/30/2020 08:36 PM
Daphne	Email Correspondence - Owner Response	Here is my test	09/30/2020 09:01 PM
Daphne	Broadcast Email Message - Owner Response	Try Again	10/28/2020 06:53 PM

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

Dashboard

Payments

ACCOUNT BALANCE

\$0.00

There are no Recurring Payments found.

Make A Payment

UPCOMING ASSESSMENTS

Assessment of \$125.00 is due on 12/01/2020

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.

Contact Info Daphne

Contact Info Password

Primary Contact Info

First Name

Last Name

General Communication Preference

Email Text Paper

Billing Communication Preference

Email Paper

Directory Preferences

Hide Name In Directory?
 Hide Email In Directory?
 Hide Phone In Directory?
 Hide Property In Directory?

Label	Contact
	(555) 867-5309 (Primary) Edit Delete
	DBlake@hannahB.toon (Primary) Edit Delete

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

Password Daphne

Contact Info Password

Old password

New Password

Confirm New Password

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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.

The screenshot shows a web interface for a billing system. On the left is a navigation menu with items: Dashboard, My Contact Info, Billing (highlighted), My Items (with a red badge '6'), Calendar & Events, Directory, and Documents. The main content area is titled 'Billing' and includes a user profile 'Daphne'. It features a 'Current Balance' of \$155.00 and a 'Make a Payment' section with four options: Auto-Draft, Credit Card, Recurring eCheck, and One-Time eCheck. Below this is an 'Account History' table with columns for Tran Date, For, and Amount. A 'Download Report' button is visible next to the account name 'ECK10368 - 426 Hannah Barbera...'. Account details include: Account #: ECK10368, Association: Eddie's Nuclear Testing Grounds, and Address: 426 Hannah Barbera Drive.

Tran Date	For	Amount
09/18/2020	ACH *0157	(\$125.00)
09/15/2020	Late Fee	\$15.00
09/01/2020	Assessment	\$125.00
08/15/2020	Late Fee	\$15.00

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

This close-up view shows the 'Account History' section. A 'Download Report' button with a download icon is highlighted with a red box. Below it is a dropdown menu showing 'SNH38227 - 44 Dream Bigger L...'. The table header below the dropdown shows columns for 'Tran Date', 'For', and 'Amount'. A link for 'View All History' is also visible.

Payment Methods

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

Make this payment via:

Auto-Draft

PayLease

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.

Auto-Draft

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

PayLease

Make a Payment Now

Amount Owed: \$

Notes:

Make One-Time Payment

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.

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

Get Started

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
<input type="radio"/> eCheck Bank Account	\$2.95 Fee
<input type="radio"/> Credit Card	\$6.00 Fee

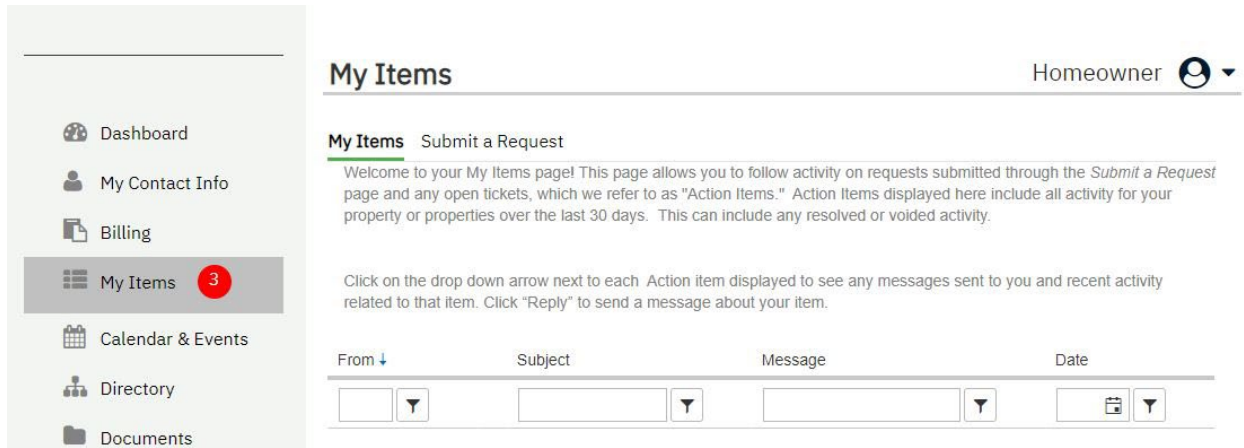
Previous

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.

A screenshot of the 'Submit a Request' form. At the top, it says 'My Items Submit a Request'. Below that is the instruction: 'Select the type of request you would like to submit:'. There are two radio button options: 'General Request' (which is selected) and 'ARC Request'. Below the radio buttons is a 'Property' dropdown menu with the value '44 Dream Bigger Lane'. Underneath is a 'Choose a Type of Request' dropdown menu that is open, showing a list of options: '(Choose a Request Type)', 'Billing Question', 'Facility Reservation', 'Gate/Amenity Access', 'General Question', 'Lease Permit Request', and 'Submit Lease'. Below the dropdown menu is the text 'Attach documents to help describe your request' and a 'Select files...' button. At the bottom of the form is a green 'Submit Form' button.

Calendar & Events

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

Calendar & Events Daphne

Stay up to date with events going on in your community.

Today September, 2020 Day Week Agenda Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
06	07	08	09 Book Club Meeting	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26 Clubhouse Rental
27	28	29	30 Annual Meeting	01	02	03
04	05	06	07	08	09	10

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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.

Directory

Board Members Committee **Homeowners**

Search

Name	Phone	Email	Address
Avrey Campbell			23 Life at Fullest Drive
Michael Dubas			1234 Happy Place
Shari Hopkins			1 Dream Bigger Lane
Queen London			207 Get It Done Place

Page 1 of 1 10 items per page

Documents

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

The screenshot shows the 'Documents' page. On the left is a sidebar with navigation options: Dashboard, My Contact Info, Billing, My Items (with a red notification badge '6'), Calendar & Events, Directory, and Documents (highlighted). The main content area is titled 'Documents' and includes a search bar and a user profile 'Daphne'. Below is a table listing document folders:

Name	Number of files	Last Update
Amenity Access	0	09/23/2020
Forms	1	07/08/2020
Governing Docs	3	09/23/2020
Welcome Packet	0	09/23/2020

At the bottom of the main content area, there are links for Privacy Policy, Help, and FAQ, and a footer note: 'This site provided by Community Association Management Company. Powered by Vantaca. Copyright © 2020'.

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.

This screenshot shows the 'Governing Docs' folder selected. The breadcrumb path is 'Documents > Governing Docs'. The table below lists the files within this folder:

Name	Number of files	Last Update
Articles of Incorporation.pdf		09/23/2020
Bylaws.pdf		09/23/2020
CC&Rs.pdf		09/23/2020

The sidebar and footer are identical to the previous screenshot.