



**MAY Management
SERVICES Inc.**

Dear Homeowners:

The quarterly bills are being sent out today by MAY Management.

You should receive yours by email. Instructions are included but there has been some confusion.

The easiest way to get on the MAY portal is to type **portal.maymgt.com** into your browser. Once the website opens, you will see on the right side of the page it asks you to log in.

You cannot log in; YOU DO NOT HAVE AN ACCOUNT YET.

If you look down from that, there is a **sign-up button to click**.

A new page will come up that request's information from you.

It will ask your:

Email

Name

Phone

Account # (this number can be found on your welcome letter included in the email)

Password (make up a password)

Confirm Password (repeat the same password)

Registration Key (this is the number found on your welcome letter labeled portal key)

Click the **sign-up button**.

The next page that comes up should either have your account info on it or direct you to it.

We know this is all new and it is new to us as well. This is the first billing from MAY, so issues are bound to happen. As we find out about them, we are working with MAY to address them. Please be patient and if you have any issues, please let us know so we can take care of it. Be aware that due to the bills going out, our call volume today is extremely high. If we do not answer, please leave a message and we will call you back.

If you would like to send me an email with the issue you are having, please be sure to include your name and local address so I can find you in the system.

I will respond to you as quickly as I can. (spalmer@maymgt.com)