



How to view Levy Notices in the Owners Portal

Our owners portal allows you to view and download all your past and present levy notices (as well as other important information about your building) with just a few clicks.

If you already have a portal account, go to our portal login page – <http://www.jamesons.com.au/my-portal> and select **LOG IN**



If you don't have a portal account yet, select **SIGN UP**





Complete your details and *Submit*.

The screenshot shows the Jamesons website header with the logo and navigation links: Home, Our Services, About Us, My Strata, The Lot - Content Hub, Contact Us, and a 'REQUEST A FREE QUOTE' button. The main content area is titled 'Signing up to My Portal' and includes the following text: 'Please go ahead and fill out this form if you would like to sign up to My Portal. Once submitted, we will send you log in details so you can start exploring straight away.' The form contains the following fields: 'Name *' (split into 'First Name' and 'Last Name'), 'Email *' (with a placeholder 'xxxxxx@jamesons.com'), 'SP Number or Building Address *', and 'Unit number *'. A green 'Submit' button is located at the bottom of the form.



Our team will set up your account and you will receive an email invitation that looks like this.

JAMESONS.

Dear P Frost

Welcome to your new online portal! All your building needs in one place.

You can view all your building's important documents here, communicate with other stakeholders to seamlessly manage your building, as well as raise and manage maintenance request start to finish.

To learn more about the many great features of the portal, see our training portal [here](#). **Click here to access training and Help about the portal**

If you like any help with the portal, please contact myportalsupport@jamesons.com.au or contact your Strata manager.

Thank you,

The team at Jamesons

Jamesons Strata Management

Ph: [\(02\) 8969 3300](tel:(02)89693300)

www.jamesons.com.au

Access your account [here](#) **Click here to access your account**

Got an issue? Contact us [here](#)

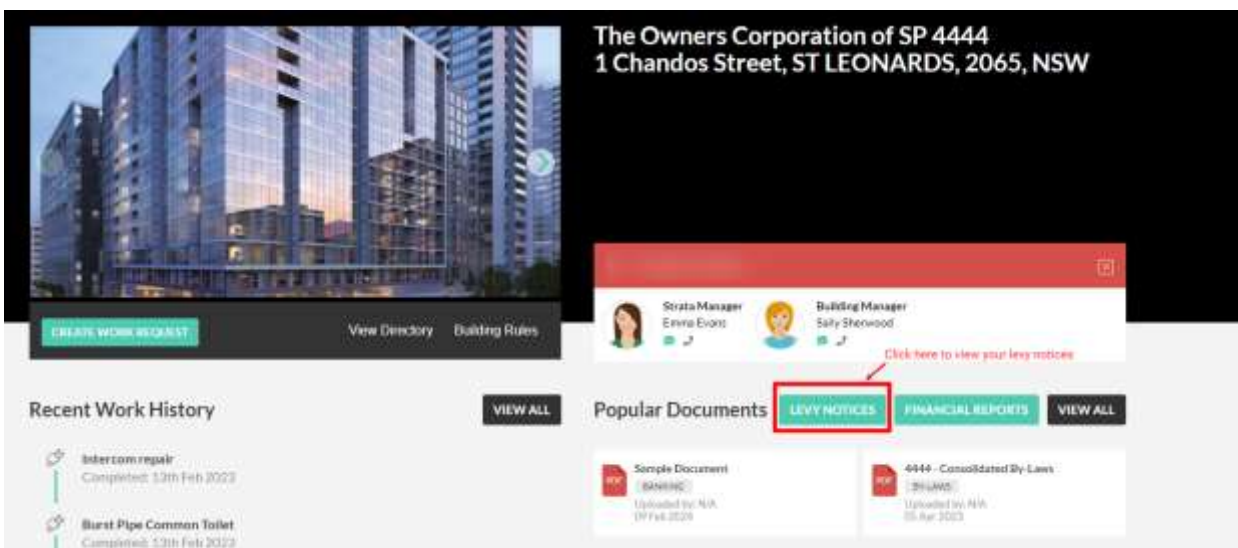
This is an automatically generated email, please do not reply.

CNG
PROPERTY



Once you're logged in, you can access information and documents for your building.

To view your levy notices, Click *Levy Notices*



You can now see all your past levy notices. Click on the  icon to view the document.





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

