



How to view your building's documents in the owners portal

Our owners portal allows you to view and download all the documents about your building as well as your levy notices (and 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*

The screenshot shows the Jamesons website's 'My Portal' login page. At the top, there is a navigation bar with the Jamesons logo on the left and links for 'Home', 'Our Services', 'About Us', 'My Strata', 'The Lot – Content Hub', and 'Contact Us' in the center. On the right side of the navigation bar, there is a language dropdown menu set to 'English' and a 'REQUEST A FREE QUOTE' button. Below the navigation bar, the main heading reads 'Welcome to My Portal powered by SMATA'. Underneath this heading, a short paragraph states: 'Designed for you to manage and view all aspects of your building in one place. We believe this is the way strata management was meant to be: fast, easy and efficient.' Below the text are two buttons: 'LOG IN' and 'SIGN UP'. The 'LOG IN' button is highlighted with a red rectangular box. At the bottom of the page, there is a small line of text: 'Need training on how to use the portal? Visit our [Owner and Committee Members Training Portal](#) here.' and another line of text: 'For any issues with logging in we'd be delighted to assist you via our support lines at myportalsupport@jamesons.com.au or 02 8089 3412.'



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

info@jamesons.com.au Call Us Emergency My Portal English

JAMESONS. Home Our Services About Us My Strata The Lot - Content Hub Contact Us REQUEST A FREE QUOTE

Welcome to My Portal powered by SMATA

Designed for you to manage and view all aspects of your building in one place. We believe this is the way strata management was meant to be: fast, easy and efficient.


LOG IN SIGN UP

Need training on how to use the portal? Visit our [Owner and Committee Members Training Portal](#) here.

For any issues with logging in we'd be delighted to assist you via our support lines at myportalsupport@jamesons.com.au or 02 8089 3412.



Complete your details and *Submit*.

JAMESONS. Home Our Services About Us My Strata The Lot – Content Hub Contact Us  [REQUEST A FREE QUOTE](#)

Signing up to My Portal

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.

Name *

First Name Last Name

Email *

example@example.com

SP Number or Building Address *

Unit number *



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.

How to view popular documents for your building

The documents that your Strata Manager has set as popular – for example, By-Laws, Plans and Valuations, are visible on the screen. Click on the Icon beside the document name to view the document details.

The screenshot displays the Strata Management portal for 'The Owners Corporation of SP 4444' at '1 Chandos Street, ST LEONARDS, 2065, NSW'. The interface includes a navigation bar with 'Buildings' and 'Services' dropdowns, and a toolbar with various icons. A large image of the building is shown on the left, with a 'CREATE WORK REQUEST' button and links for 'View Directory' and 'Building Rules'. Below this is a 'Recent Work History' section listing three items: 'Intercom repair' (Completed: 13th Feb 2023), 'Burst Pipe Common Toilet' (Completed: 13th Feb 2023), and 'Broken Lock' (Completed: 13th Feb 2023). The main content area features a 'Popular Documents' section with a 'VIEW ALL' button and a sub-section for 'LEVY NOTICES' and 'FINANCIAL REPORTS'. A red box highlights a PDF icon next to the document 'Valuation January 2024', with a red arrow pointing to it and a text annotation: 'Click on the PDF icon to view the document'. Other documents listed include '4444 - Consolidated By-Laws BY-LAWS', 'Asbestos Report February 2024 REPORT', 'Report Sample REPORT', 'Report Sample REPORT', and '4444 - Capital Works Plan REPORT'. The Strata Manager is Emma Evans and the Building Manager is Sally Sherwood, both with 5-star ratings.



The document details now show on the screen, as well as information about your building's financial position.

If the document has more than one page, you can view each page by clicking on the top left of the document image.

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

DOWNLOAD

The document will usually be saved in your *Downloads* folder on your computer.

The screenshot shows a document viewer interface. On the left, a sidebar displays document details for "Valuation Report 1 Chandos Street St Leonards January 2024". Key information includes the address "4444 1 Chandos Street, ST LEONARDS, 2063, NSW", financial figures like "Admin Fund: \$153,565.99" and "Available Cash: \$174,940.39", and the date "18 January 2024". A red arrow points to the financial information with the text "You can see important information about the building here". The main viewing area shows the document title "Valuation Report" and the address "1 Chandos Street, St Leonards" with the date "18 January 2024". At the top of the document image, a red arrow points to the page indicator "PAGE 1 / 2" with the text "If the document has more than one page, you can move between pages here". At the bottom right of the document image, a red arrow points to a "DOWNLOAD" button with the text "Click Download to save a PDF copy to your computer". The interface also includes a "CHANGE" button and a "MESSAGE STAKEHOLDERS" button in the sidebar.



How to view all the documents for your building

To view all the documents of your building, not just the popular documents, click *View All*

The screenshot shows the Jamesons Strata Management owners portal. At the top, there are navigation menus for 'Buildings' and 'Services', and a toolbar with various icons. The main header features a large image of a modern apartment building at night, with the text 'The Owners Corporation of SP 4444' and '1 Chandos Street, ST LEONARDS, 2065, NSW'. Below the image, there are buttons for 'CREATE WORK REQUEST', 'View Directory', and 'Building Rules'. To the right, there are profiles for the 'Strata Manager Emma Evans' and 'Building Manager Sally Sherwood', both with 5-star ratings. A red banner below the profiles says 'Click View All to see all the building's documents'. The main content area is divided into three sections: 'Recent Work History' with a list of three items (Intercom repair, Burst Pipe Common Toilet, Broken Lock), 'Popular Documents' with a grid of six document cards, and a 'VIEW ALL' button highlighted with a red box. The document cards include 'Valuation January 2024', '4444 - Consolidated By-Laws BY-LAWS', 'Asbestos Report February 2024', 'Report Sample', 'Report Sample', and '4444 - Capital Works Plan'.

Buildings Services

The Owners Corporation of SP 4444
1 Chandos Street, ST LEONARDS, 2065, NSW

CREATE WORK REQUEST View Directory Building Rules

Strata Manager Emma Evans Building Manager Sally Sherwood

Click View All to see all the building's documents

VIEW ALL Popular Documents LEVY NOTICES FINANCIAL REPORTS VIEW ALL

Recent Work History

- Intercom repair
Completed: 13th Feb 2023
- Burst Pipe Common Toilet
Completed: 13th Feb 2023
- Broken Lock
Completed: 13th Feb 2023

Popular Documents

- Valuation January 2024
VALUATION
Uploaded by: N/A
09 Feb 2024
- 4444 - Consolidated By-Laws
BY-LAWS
Uploaded by: N/A
05 Apr 2023
- Asbestos Report February 2024
REPORT
Uploaded by: N/A
14 Feb 2023
- Report Sample
REPORT
Uploaded by: N/A
14 Feb 2023
- Report Sample
REPORT
Uploaded by: N/A
09 Feb 2023
- 4444 - Capital Works Plan
REPORT
Uploaded by: N/A
16 Sep 2022



From the *View All* screen you can open and view all the documents

Click on the icon on the left to open and view each document.

Documents Invoices 5

You can enter some words here to search. For example, Valuation

Sp4444x Search by name, type, building, manager and more

Click on the PDF icon to view the document

Click on the icons to change your view.

	PLAN NUMBER	TYPE	NAME	ADDED
<input type="checkbox"/>	4444	Valuation	Valuation Report 1 Chandos Street St Leonards January 2024	16/04/2024
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	14/02/2024
<input type="checkbox"/>	4444	Valuation	Valuation January 2024	09/02/2024
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	11/01/2024
<input type="checkbox"/>	4444	Maintenance	download	20/12/2023
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023
<input type="checkbox"/>	4444	Banking	SP4444 - Banking - Example	19/04/2023
<input type="checkbox"/>	4444	Agreement & Contract	Test	19/04/2023
<input type="checkbox"/>	4444	By-Laws	4444 - Consolidated By-Laws	05/04/2023
<input type="checkbox"/>	4444	By-Law Breach	Rae Lasagne	02/03/2023
<input type="checkbox"/>	4444	Levies	Sample Levy Notice	26/10/2022

The view defaults to a list of documents but you can change your view by clicking on the icons at the top right of the screen.

If you just want to view your levy notices, click on the \$ sign.

Click on the icons to change your view.

Favourites

View your levy notices by clicking on the \$