

# FIRM MANAGEMENT CORPORATION

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Dear Owner,

Firm Management Corporation is proud to announce its new webpage. This new interactive page will allow you the owner, to view your Strata Corporation related documents including council minutes, AGM minutes, memos and financial information. Our goal is to have you receive email notifications automatically with a copy of new strata documents attached (please see #3 below).

## GETTING STARTED

Simply go to [www.firmmanagement.com/portal](http://www.firmmanagement.com/portal) to reach our home page.

1. Click on "Register Now"
2. Enter your information
3. To receive email notifications, please select 'Subscribe to receive new document email notifications'.
4. Click "Create New Account"

Once approved, an automatic email will be sent with instructions on how to login and change your password.

If you need assistance setting up your user account please contact our web page liaison Jennette Miao, [jennette@firmmanagement.com](mailto:jennette@firmmanagement.com).

For all other inquiries related to your strata property, please contact your Property Manager.

## WHAT CAN I DO?

With the new Firm Management Webpage, you are able to view many documents at your leisure as well as receive notifications from the Property Manager for building memos and notices.

Documents Available.

1. Bylaws
2. Depreciation Reports
3. Financial Reports
4. Rules
5. Building Notices
6. Meeting Notices and Agendas
7. Meeting Minutes

## IS IT SECURE?

Firm Management protects all information collected by Strata Corporations by using a secured server with multiple backups.

Last updated: November 1, 2017