

FIRM MANAGEMENT CORPORATION

Suite 200 – 1931 Mt. Newton X Road Saanichton, BC V8M 2A9

Phone: 250-544-2300

Dear Owner,

Firm Management Corporation would like to introduce you to your Strata's website. This website will allow owners to view documents related to the Strata Corporation. By registering to this website, and **'subscribing'** (see #3 below), you will automatically receive an email with the strata document(s) attached. *Please note, only registered owners as per the Land Title, may register.

GETTING STARTED

Simply go to <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'**.

Property

Unit* Building Name*

- select a state -

If you are the Strata President or Treasurer please acknowledge this here

Subscribe to receive new document email notifications for your building (ie financials, minutes, etc)

The Firm Management online portal is a secure dashboard for members and owners. Users have access to important documents, such as bylaws, upcoming meetings, agendas, minutes and other building information. The dashboard allows you to manage information for all of your properties managed by Firm Management.

LOGIN INSTRUCTIONS

If you already had a login on Firm Management's previous site and this is your first-time logging into the new site, you'll simply need to request a new password to reactivate your account. Select the Returning User button below to get started and an email will be sent to you with further instructions for setting a new password. All of your other information will carry over into the new site.

If this is your first time visiting Firm Management's online portal, welcome! Register for your account using the Register Now button.

[REGISTER NOW](#) [FIRST TIME RETURNING MEMBER](#) [HELP](#)

E-mail or username *

Password *

[Create new account](#)

[Request new password](#)

[LOG IN](#)

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 Firm Management web liaison at webadmin@firmmanagement.com.

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

WHAT CAN I DO?

With the Firm Management website, you can view many documents at your leisure, as well as receive notifications from the Property Manager for various strata memos and notices.

[VIEW ALL DOCUMENTS →](#)

Documents Available:

- General Meeting (GM) Notices and Agendas
- Council Minutes & post GM packages *including strata insurance documents
- Bylaws & Rules
- Financials
- Depreciation Reports
- Memos & Notices pertaining to the strata

NOTICES

MINUTES

BYLAWS/RULES

FINANCIALS

OTHER

IS IT SECURE?

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

Last Updated: June 17, 2021