



Celebrating Over 20 Years of Victory

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WEB ACCOUNT INSTRUCTIONS

Get Registered ~To activate your web account, you will need your Account No, which can be located on the enclosed coupon slips. Please proceed to www.victorymgmt.com and complete the following steps:

1. Click the "Our Communities" tab at the top of the page and select your community from the list
2. Enter your preferred email in the **Login/Email** box (*located on left hand side of the screen*)

A screenshot of a web form for logging in or registering. At the top, there are navigation links: "HOME", "CONTACT US", and "CLOSING". Below these are two input fields: "Login/Email" and "Password". Under the "Password" field are two buttons: "Login" and "Register". At the bottom left of the form area is a link that says "Forgot Password?".

3. Enter your preferred password in the **Password** box and click the "Register" button
4. Enter your information as requested and click the "Submit" button
5. If the information you provide matches our system records **exactly** you will have instant access to the community website
6. If the information provided varies even slightly from our system information, your registration will be reviewed and approved by your community manager. You will receive an email within 24 to 48 hours confirming your registration and access to the website. You will then be able to login using **your selected login and the temporary password provided**. Please note that the temporary password is case sensitive and must be typed not cut and pasted in from the confirmation email.

Setup Online Payments

To set up online payments by credit card or automatic bank withdrawal, please complete the steps detailed below. Please note that by setting up an eCheck, the amount you specify will be deducted from your bank account for which you provide information. You will need your bank routing number and your account number, which you should be able to locate on a check or deposit slip from your bank account.

1. Logon to your web account by entering your email in the **Login/Email** box and your password
2. Click on the "Pay Assessments" button on the left hand side of the screen
3. To make a **one time** online payment, complete the top portion of the page and click on the "Continue" button
4. To make a **recurring** payment, scroll to the lower part of the screen and click on the "New Recurring eCheck" button. Provide the information requested and click the "Continue" button

Please email info@victorymgmt.com with any questions or concerns.