



## Resident Center Portal

### Resident Center Portal Overview

#### Resident Center Portal Dashboard

Access Portal: <https://medallioncapitalgroup.managebuilding.com/Resident/portal/>

The dashboard shows a sidebar with navigation links: Home, Payments, Requests, Announcements, Violations, Documents, Contacts, and Community. The main content area displays a greeting, current balance of \$1,000.00, and buttons for 'Make payment' and 'Set up autopay'. It also features sections for 'Open requests' with a 'Create request' button, 'New announcements', and 'Account information'.

#### Payments Menu

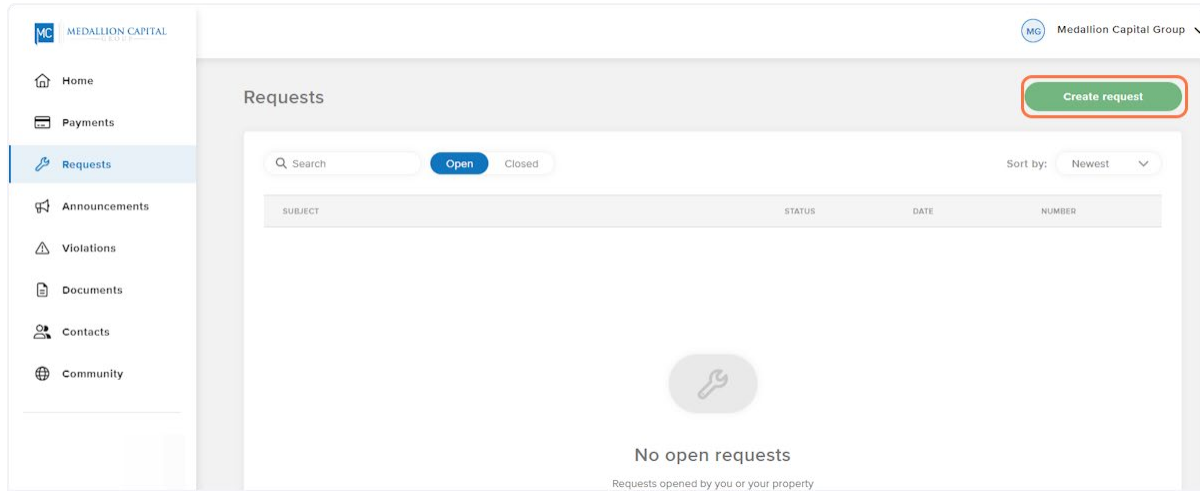
This menu will display an overview of all charges, payments,

The Payments menu shows a 'Payments' section with a 'History' table and an 'Email statement' button. The table lists a charge for 'Common Element Fee' on 2024-01-01 for \$1,000.00. To the right, the 'Current balance' is \$1,000.00 with 'Make payment' and 'Set up autopay' buttons. The 'Account information' section shows the account number.

| DATE       | MEMO                         | AMOUNT     | BALANCE    |
|------------|------------------------------|------------|------------|
| 2024-01-01 | Charge<br>Common Element Fee | \$1,000.00 | \$1,000.00 |

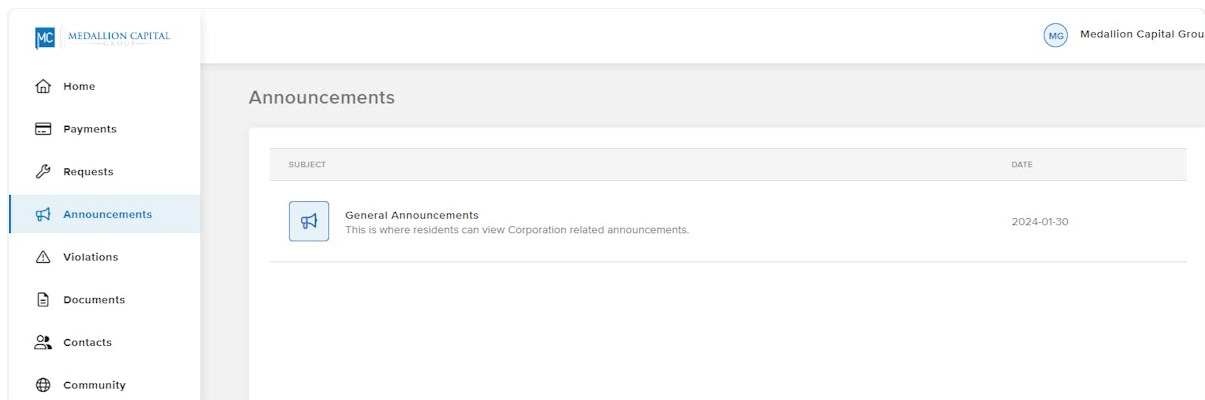
## Requests Menu

This menu will display an overview of open and closed maintenance and administrative requests. You may open a new request by selecting "Create Request".



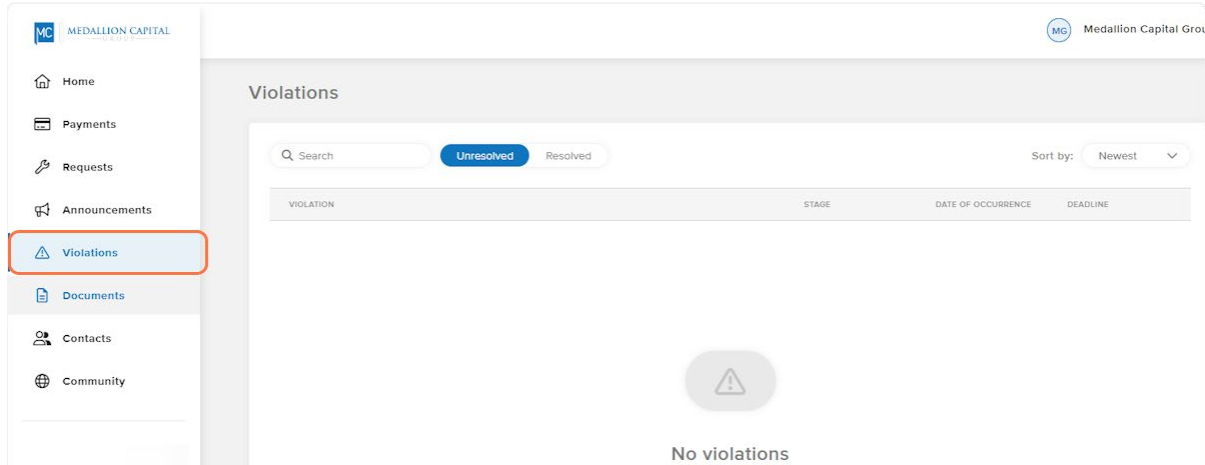
## Announcements Menu

This menu will display any Corporation announcements



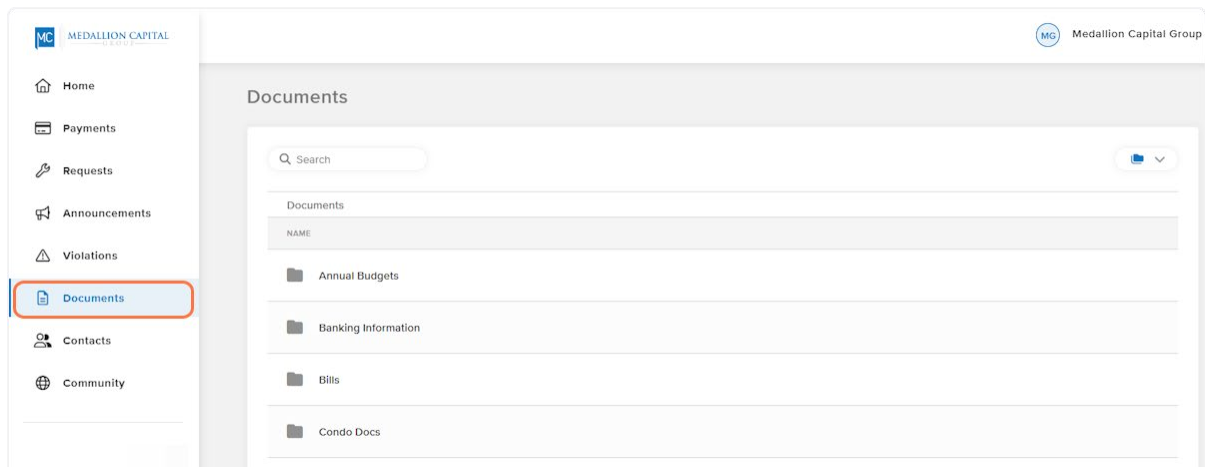
## Violations Menu

This menu will display the list of unresolved and resolved violations associated with the unit.



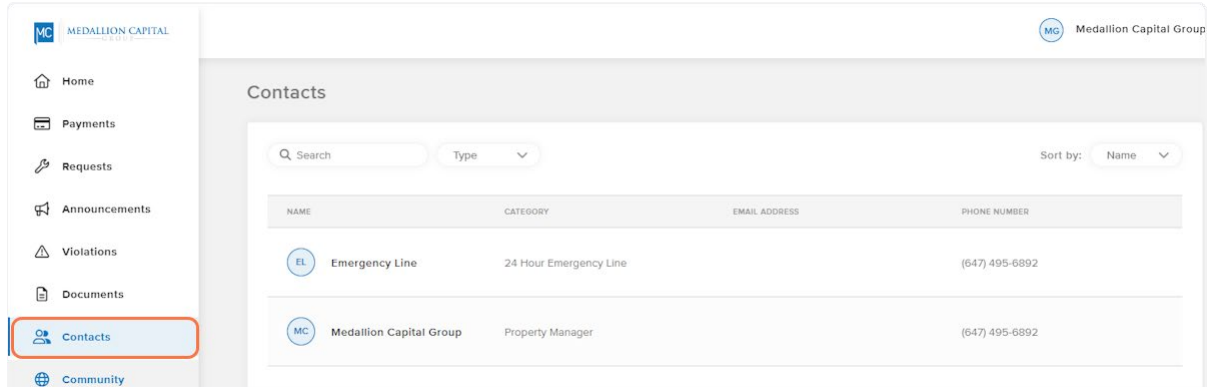
## Documents Menu

This menu will display documents for the Corporation & Unit.  
*Annual Budgets, AGM, Corporation Documents and more.*



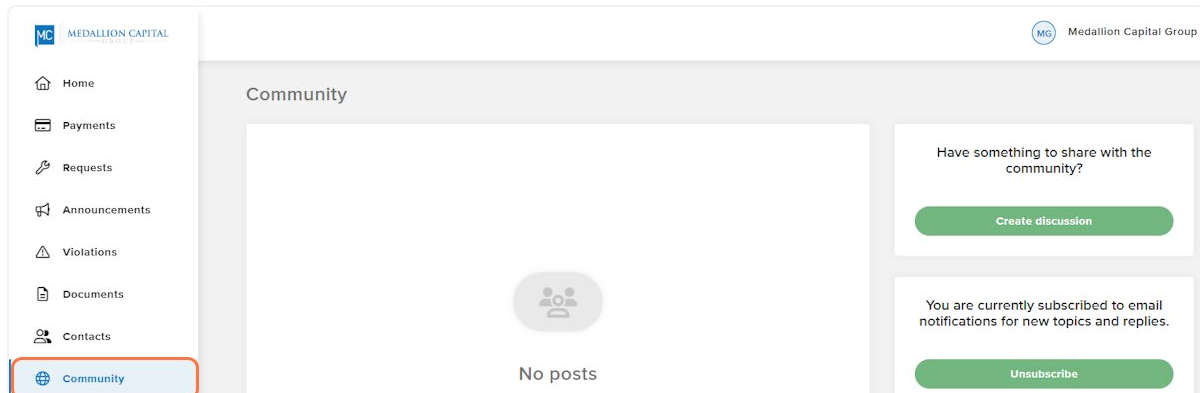
## Contacts Menu

This menu will display a list of important phone & email addresses for the Corporation.



## Community Menu

This menu will display posts and discussion topics from owners within the Corporation.

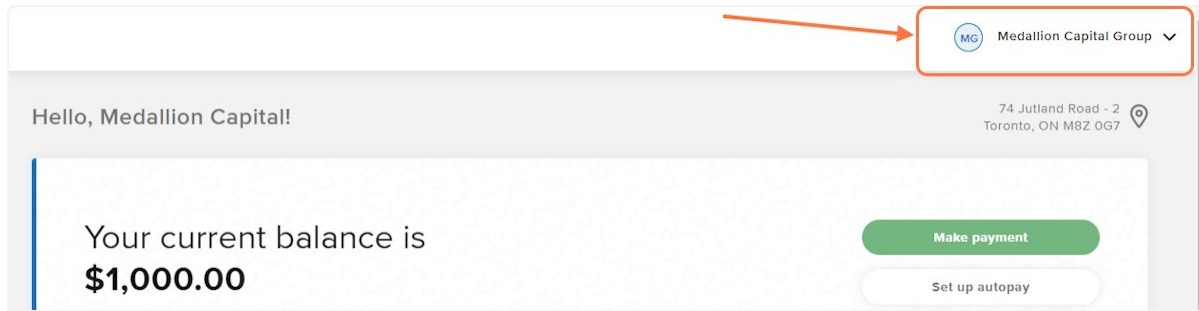


## Resident Center Portal

### Account Owner Information

#### Account Owner Profile

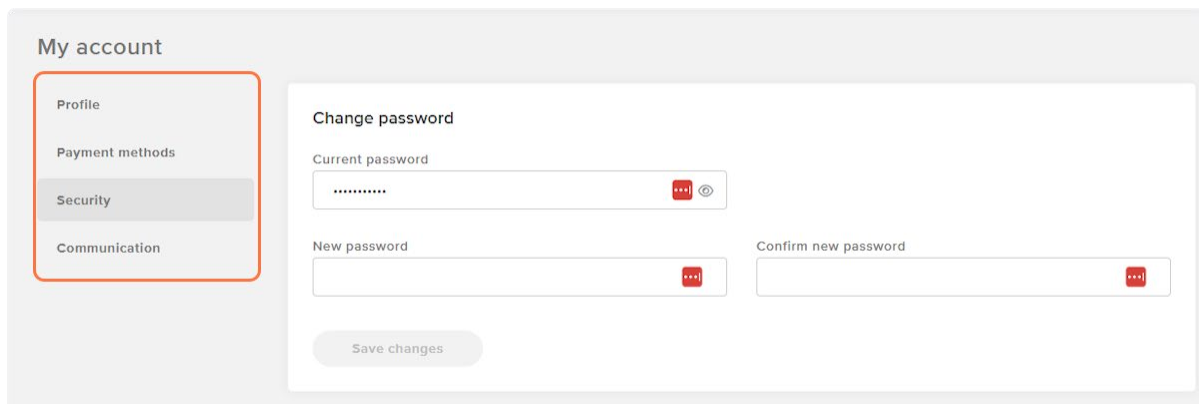
Top right of the Dashboard - select the dropdown next to the account name to access the profile settings



The screenshot shows the top right of the dashboard. A red box highlights the account name "Medallion Capital Group" with a dropdown arrow. An orange arrow points to this box. Below the account name, the text "Hello, Medallion Capital!" is displayed. To the right, the address "74 Jutland Road - 2, Toronto, ON M8Z 0G7" is shown with a location pin icon. Below this, a large white box displays "Your current balance is \$1,000.00". To the right of the balance, there are two buttons: "Make payment" (green) and "Set up autopay" (white with a grey border).

#### Profile Settings

Update profile/contact information, payment methods, password, and mobile communications.



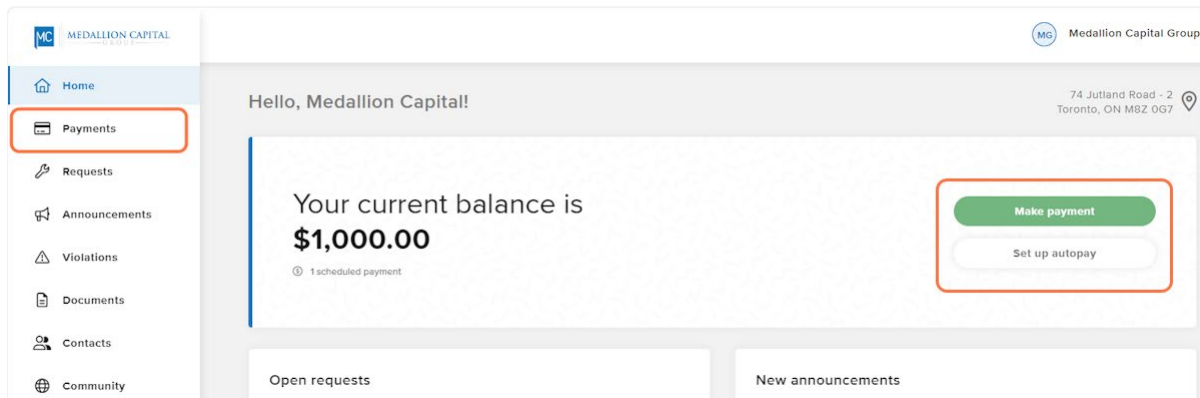
The screenshot shows the "My account" settings page. On the left, a sidebar contains four options: "Profile", "Payment methods", "Security", and "Communication". The "Security" option is highlighted with a red box. The main content area is titled "Change password" and contains three input fields: "Current password", "New password", and "Confirm new password". Each field has a red eye icon to toggle visibility. Below the fields is a "Save changes" button.

## Resident Center Portal

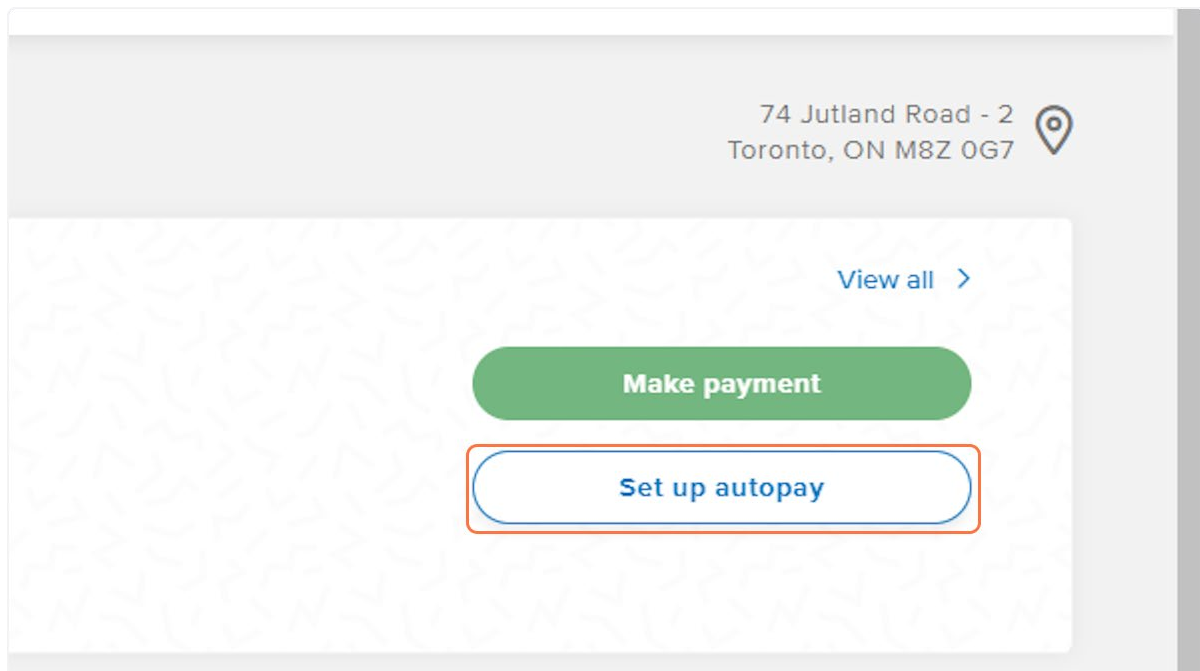
### ePay/Automatic Payments

#### Set Up Automatic Payments

From the portal dashboard, you may access the payment options via the dashboard or the **Payments** menu



#### Click on Set up autopay



## Select Amount Preference

**Entire Balance:** To ensure your account balance is never outstanding, you may select this option. It will ensure that payments made each month are for the amount outstanding.

**Fixed Amount:** This will process payments for the same amount each month. Should charges change, the unit owner will be responsible for updating this amount to ensure the account balance is paid in full.

< Set up autopay

Select an amount

Amount to pay

☐ **Entire balance:** Pay your account balance in full at the frequency you choose.

Maximum amount (Optional)

\$0.00

A maximum amount ensures you are not automatically charged over the amount you set.

☐ **Fixed amount:** Pay a preset amount at the frequency you choose.

Select a payment method

## Add a payment method

Select a payment method

 Bank account (No fee)

 Checking ending in 0000 [Change](#)

**Click on Account type**

Select a payment method

 Bank account (No fee)

Account type

Checking Savings

First name Last name

Transit number ?

**Enter Account Owner First & Last Name**

Select a payment method

 Bank account (No fee)

Account type

Checking Savings

First name Last name

Transit number

## Enter Bank Account Details

*Please ensure bank details are correct*

Transit number

Institution number

Account number

Confirm account number

## Select payment start date and frequency

*Note: Common Element Fees are due on the 1st of each month*

Select a payment start date and frequency

Payment start date

Frequency

The payment will start monthly on Sep 6, 2024.

You may cancel this payment at any time.



## Click on Next

### Select a payment start date and frequency

Payment start date

2024-9-6



Frequency

Monthly



The payment will start monthly on Sep 6, 2024.

You may cancel this payment at any time.

Next

Cancel

## Review & Confirm

Amount to be paid

**Entire balance**

Amount may vary each payment cycle

Frequency

Monthly starting on  
Oct 1, 2024

Paid by

Medallion Capital  
Group

Payment method

Checking ending in  
0000

Payment reminders will include your balance information 7 days before your payment is made. Your balance is subject to change. Final balance amount will be calculated at the time of payment. Please direct questions about the final balance amount to Medallion Capital Group.

By selecting Set up autopay, I authorize the above amount to be withdrawn from my account. If any payment is returned or rejected, I may be charged additional fees. I am aware that all signatories are responsible for paying the lease. Payments are nonrefundable.

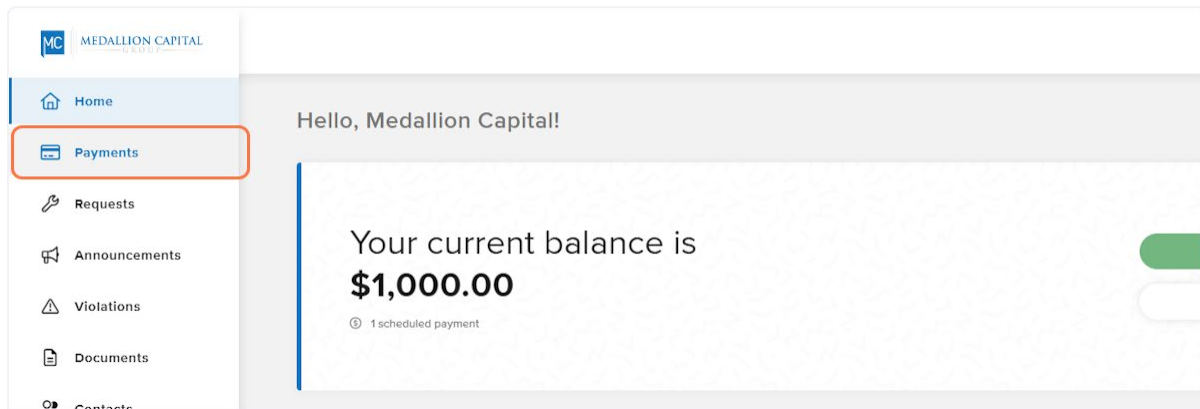
Set up autopay

Cancel

## Resident Center Portal

### Manage Automatic Payments

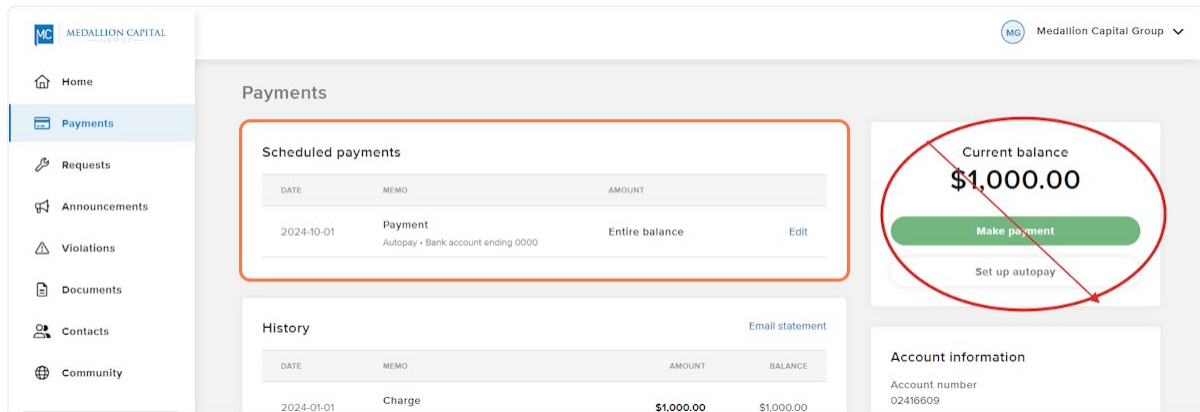
#### Select Payments menu



#### Scheduled Payments will be listed above Payment History

##### **Important!**

**Do not select Make Payment or Set up autopay - this will result in duplicate payments.**



Click on Edit next to the scheduled automatic payment

Payments

Scheduled payments

| DATE       | MEMO                                          | AMOUNT         |                      |
|------------|-----------------------------------------------|----------------|----------------------|
| 2024-10-01 | Payment<br>Autopay • Bank account ending 0000 | Entire balance | <a href="#">Edit</a> |

Make changes to the amount, payment date, and/or frequency

< Edit autopay

Select an amount

Amount to pay

☒ **Entire balance:** Pay your account balance in full at the frequency you choose.

Maximum amount (Optional)

A maximum amount ensures you are not automatically charged over the amount you set.

☐ **Fixed amount:** Pay a preset amount at the frequency you choose.

 Checking ending in 0000 [Change](#)

Select a payment start date and frequency

Payment start date



Frequency



You selected to pay the entire balance monthly starting on Oct 1, 2024



MEDALLION CAPITAL  
GROUP

## Click on Next

### Select a payment start date and frequency

Payment start date

2024-10-1



Frequency

Monthly



You selected to pay the entire balance monthly starting on Oct 1, 2024 .

You may cancel this payment at any time.

Next

Delete autopay

## Review & Confirm Changes

### < Review autopay

Amount to be paid

**Entire balance**

Amount may vary each payment cycle

Frequency

Monthly starting on  
Oct 1, 2024

Paid by

Medallion Capital  
Group

Payment method

Checking ending in  
0000

Payment reminders will include your balance information 7 days before your payment is made. Your balance is subject to change. Final balance amount will be calculated at the time of payment. Please direct questions about the final balance amount to Medallion Capital Group.

By selecting Set up autopay, I authorize the above amount to be withdrawn from my account. If any payment is returned or rejected, I may be charged additional fees. I am aware that all signatories are responsible for paying the lease. Payments are nonrefundable.

Set up autopay

Cancel



## Resident Center Portal

### Cancel & Delete Automatic Payments

Scheduled Payments will be listed above Payment History

**Important!**  
**Do not select Make Payment or Set up autopay - this will result in duplicate payments.**

Payments

Scheduled payments

| DATE       | MEMO                                          | AMOUNT         |                      |
|------------|-----------------------------------------------|----------------|----------------------|
| 2024-10-01 | Payment<br>Autopay - Bank account ending 0000 | Entire balance | <a href="#">Edit</a> |

History

| DATE       | MEMO   | AMOUNT     | BALANCE    |
|------------|--------|------------|------------|
| 2024-01-01 | Charge | \$1,000.00 | \$1,000.00 |

Account information

Current balance  
**\$1,000.00**

[Make payment](#)

[Set up autopay](#)

Account number  
02416609

Click on Edit next to the scheduled automatic payment

Payments

Scheduled payments

| DATE       | MEMO                                          | AMOUNT         |                      |
|------------|-----------------------------------------------|----------------|----------------------|
| 2024-10-01 | Payment<br>Autopay - Bank account ending 0000 | Entire balance | <a href="#">Edit</a> |

### Click on Delete autopay

 Checking ending in 0000 [Change](#)

**Select a payment start date and frequency**

Payment start date  
2024-10-1 

Frequency  
Monthly 

You selected to pay the entire balance monthly starting on Oct 1, 2024 .

You may cancel this payment at any time.

[Next](#) [Delete autopay](#)

### Confirm Delete

Fixed amount: Pay a preset amount at the frequency you choose.

Checking ending in 0000

a payment

start date

2024-10-1

Frequency

You selected to pay the entire balance monthly starting on Oct 1, 2024 .

**Delete autopay?**

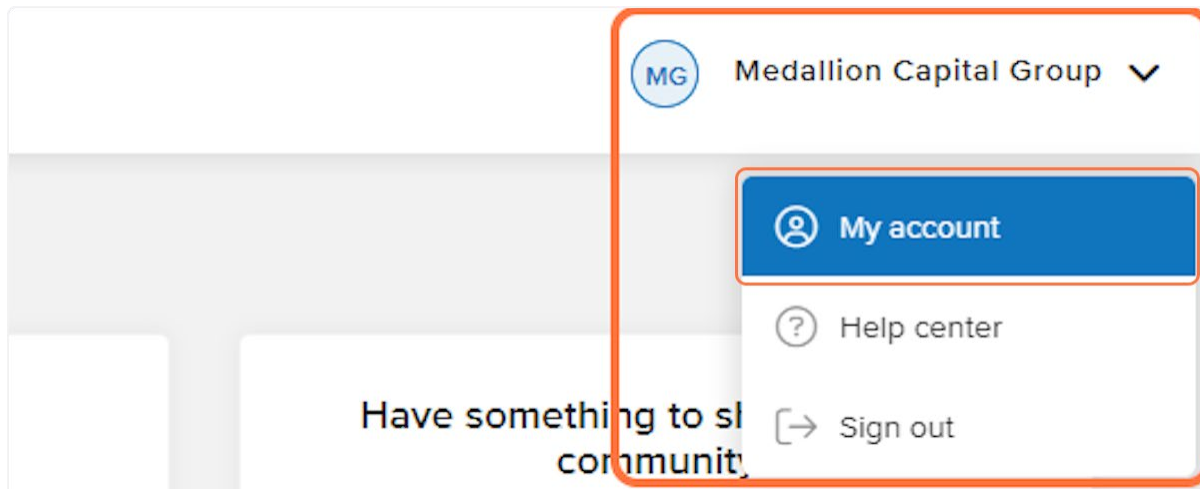
All recurring payments in this series will be deleted.

[Yes, delete](#) [No, cancel](#)

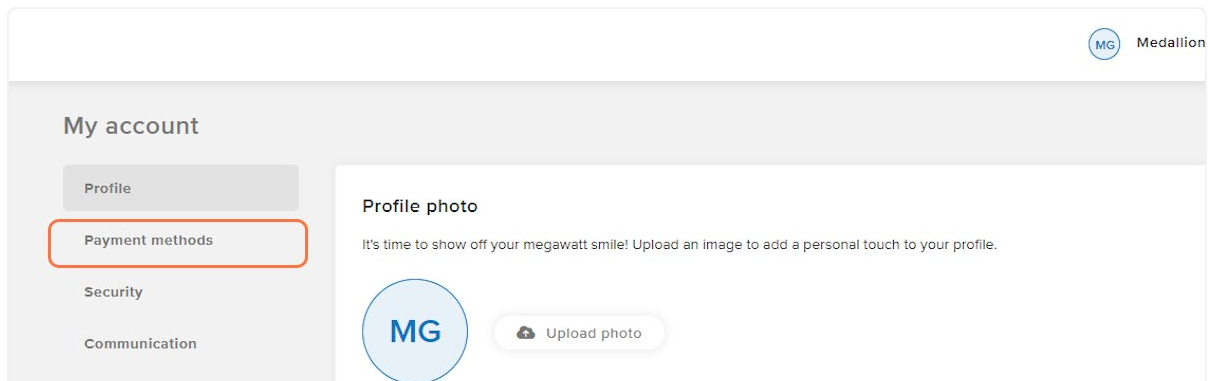
## Resident Center Portal

### Edit Bank Account Information

#### Select Account Profile - My Account



#### Click on Payment Methods



#### Click on Change bank account

Follow the prompts to modify bank account information and save

