

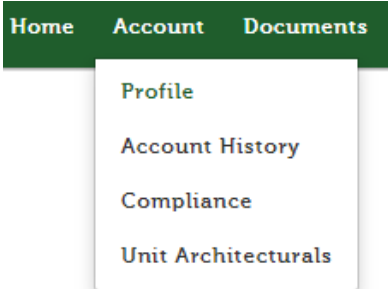


**Leland**  
**MANAGEMENT**

The Management Company  
You Don't Have To Manage

# EMAIL COMMUNICATION

*Instructions on how to opt into communications  
Resident Portals*



1. Login to Community Website
2. Once logged in click "Account"
3. Click Profile from the dropdown

Enter the email addresses you wish to receive email communications then **click save**.

Email Address	Primary
<input type="text" value="aortiz@lelandmanagement.com"/>	<input checked="" type="checkbox"/>
<input type="button" value="+ Add New Email Address"/>	

## How to Receive Communications

We want to make sure you are receiving the communication you want and need!

Below, you can opt to receive certain items by email, mail, or both. Please note some items must be sent via a certain method and cannot be changed at this time. Select the appropriate check-boxes to set your preference. You can change these settings at any time.

Architectural Letters	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mail
Compliance/Violation Letters	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mail
Delinquency Letters	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mail
Statements	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Mail

On your profile page you should see  
**"How to Receive Communications"**

Please select the categories of email's you wish to receive from the list.

Once you have checked all categories you'd wish to receive scroll to the bottom of the page and **click save**.

