

# Navigating Your Portal

## Registering Your Account

1. Using your internet browser, go to the following website: [RevolvePM.asyst.net](https://RevolvePM.asyst.net)
2. Click on “[click here to register](#)”, located at the bottom of the user login box. (fig. 1)
3. In the provided boxes on the following screen, input your account number *exactly* how it appears on the billing statement. Then input the password provided on the statement.
4. Next, you will be taken to a screen that will request further information, such as the email address you wish to associate with the account and a new password.
5. Once you are done, click “[Complete](#)” to enter the portal.

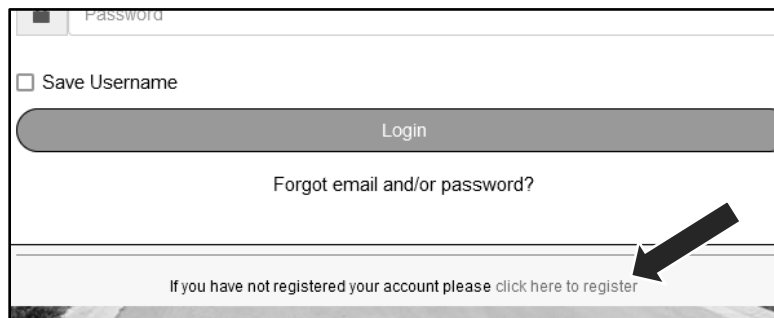


Figure 1 shows a login form with the following elements: a password input field, a checkbox for "Save Username", a "Login" button, a "Forgot email and/or password?" link, and a footer link that says "If you have not registered your account please [click here to register](#)". A black arrow points to the "click here to register" link.

fig. 1

## Logging In

1. Using your internet browser, go to the following website: [RevolvePM.asyst.net](https://RevolvePM.asyst.net)
2. In the provided spaces, input the email you had previously chosen and the new password.
3. Check the “[Save Username](#)” box if you wish for your browser to remember your email for future logins.
4. Finally, click “[Login](#)” to enter the portal.

## Making a One Time Payment

1. In the portal, you will see a dropdown menu on the left side of the screen. Open it and select “Make a Payment”.
2. In the “Schedule a One-Time Payment” widget, click on the dropdown labeled “Available Payment Methods” (fig. 2)

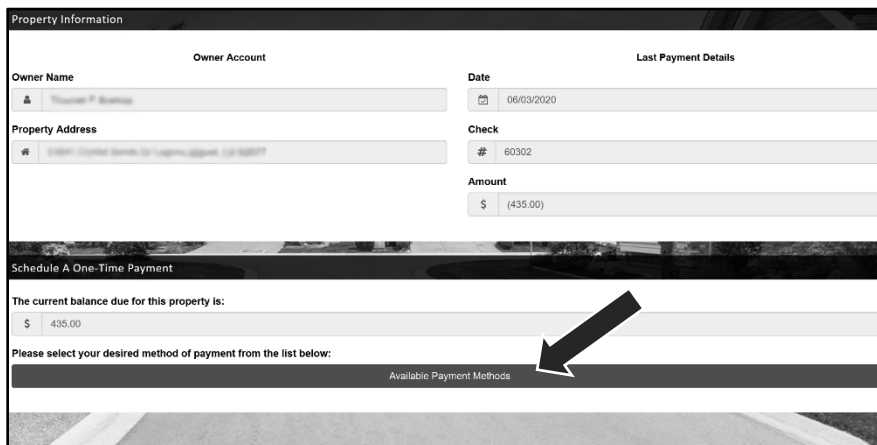
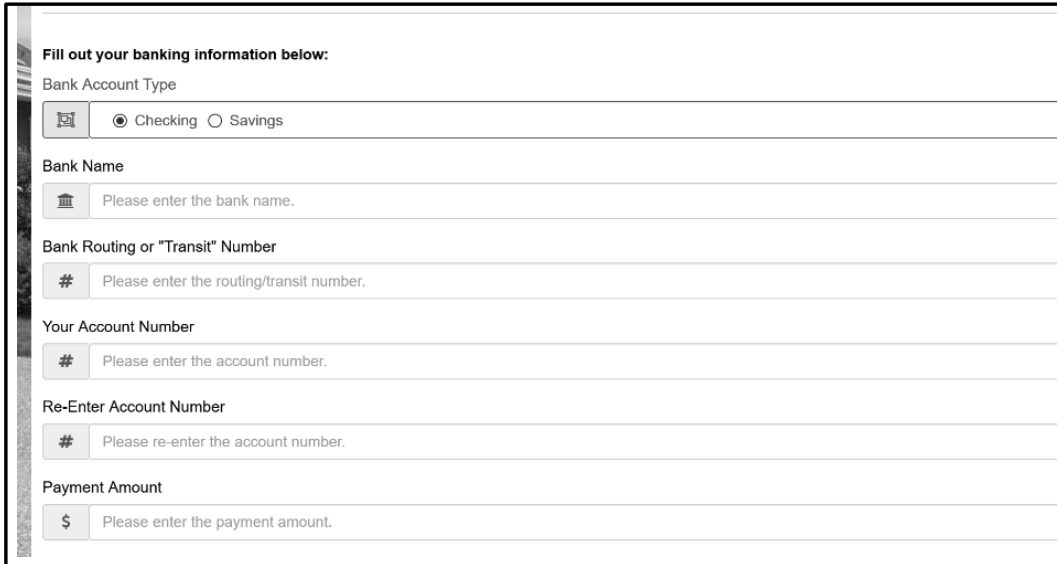


Figure 2 shows the "Schedule a One-Time Payment" widget. It includes sections for "Property Information", "Owner Account", and "Last Payment Details". The "Owner Account" section shows the owner's name and address. The "Last Payment Details" section shows the date (06/03/2020), check number (60302), and amount (\$435.00). Below this, the current balance due is shown as \$435.00. At the bottom, there is a section titled "Please select your desired method of payment from the list below:" with a dropdown menu labeled "Available Payment Methods". A black arrow points to this dropdown menu.

fig. 2

3. Fill out your banking information to complete the payment. (fig. 3)
4. Agree to the Terms and Conditions, then click submit.



Fill out your banking information below:

Bank Account Type  
 Checking  Savings

Bank Name  
Please enter the bank name.

Bank Routing or "Transit" Number  
Please enter the routing/transit number.

Your Account Number  
Please enter the account number.

Re-Enter Account Number  
Please re-enter the account number.

Payment Amount  
Please enter the payment amount.

fig. 3

## Enroll in AutoPay

1. In the portal, you will see a dropdown menu on the left side of the screen. Open it and select "Enroll in Autopay".
2. To begin enrollment, click on the "[click here](#)" link at the bottom of the box. (fig. 4)
3. You will be redirected to a page where you can input the necessary information regarding the checking or savings account you wish to use for AutoPay.
4. Once complete, click "Enroll".
5. You will be redirected back to the original page.
6. Click on the "Off" button to toggle it to "On".
7. The chosen payment information will be displayed on the screen to confirm.

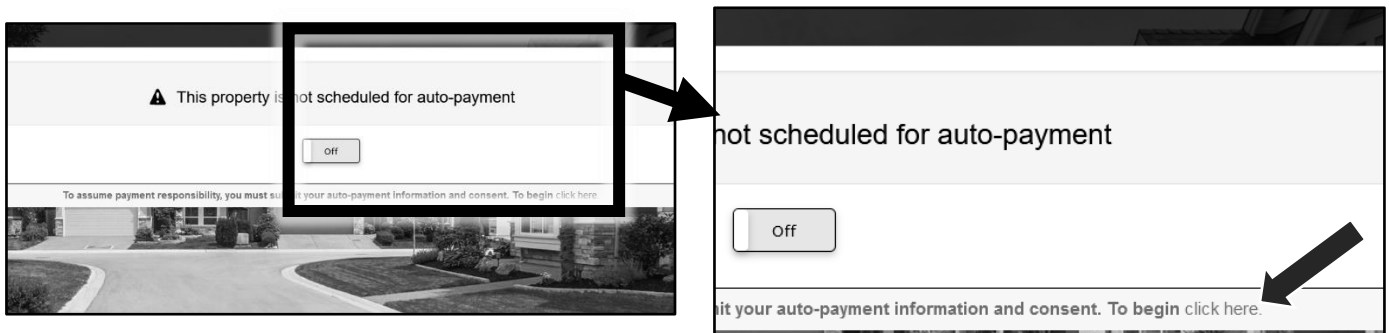


fig. 4