

Dear Lot Owner,

Levy notices are now available electronically

We continuously strives to provide an industry best level of service to its clients to ensure we keep pace with constant changes in the market place. To reflect the continual expansion of our services and refinement of technology processes, we are proud to announce that your future levy notices are now available electronically.

You now have an ability to change your preference on how you want to receive your future levy notices. If you prefer to receive an electronic copy of your levy notices, please follow these easy steps:

1. Log in to Community Hub
2. On the welcome page you can either log in if you already have an account with Community Hub or Register if you are a first time user:

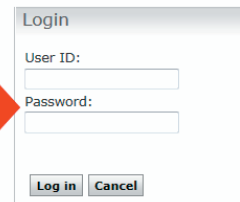
Welcome to Community Hub

Community Hub allows you to view information about your building at any time of the day.

It provides fast, easy and secure access to:

- Your Levies / Contributions
- Insurance
- Repairs and Maintenance
- Documents
- Change of Details / Password
- Community Hub Loyalty Programme Offers
- Plus all the contact details associated with your property.
- NEW - Committee member access to balance sheet details

We welcome your feedback as we continue to upgrade Community Hub to ensure your current and future needs are being met.



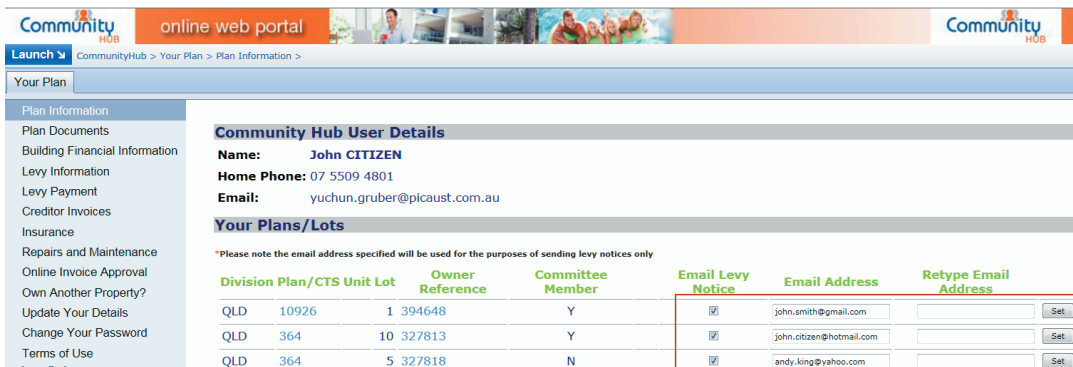
Log in if you are an existing user

Note :
Your Login ID & password are case sensitive.
If you forget your password, please email us at the email below.
communityhub@communitye.com.au

Click here to register if you are first time user

First Time Users

3. After you login to Community Hub, on the front page you will be able to change your preferences on how you want to receive your levies*:



Community Hub User Details

Name: John CITIZEN
Home Phone: 07 5509 4801
Email: yuchun.gruber@picaust.com.au

Your Plans/Lots

*Please note the email address specified will be used for the purposes of sending levy notices only

Division	Plan/GTS Unit Lot	Owner Reference	Committee Member	Email Levy Notice	Email Address	Retype Email Address
QLD	10926	1 394648	Y	<input checked="" type="checkbox"/>	john.smith@gmail.com	<input type="text"/> <input type="button" value="Set"/>
QLD	364	10 327813	Y	<input checked="" type="checkbox"/>	john.citizen@hotmail.com	<input type="text"/> <input type="button" value="Set"/>
QLD	364	5 327818	N	<input checked="" type="checkbox"/>	andy.king@yahoo.com	<input type="text"/> <input type="button" value="Set"/>

Please ensure you enter your correct email address.

Once you chose to receive your levies electronically, you will also be able to view your previous statements online starting from October 2013.

For further information or enquiries, please contact **1300 889 227** or send your query to communityhub@communitye.com.au

*To register as a Community Hub user, please refer to the instructions on the back page.

Note: If you do not receive your next levy notice/contribution when expected, please check your Spam folder/Junk mail folder just in case the email that contains your levy notice attachment got delivered there instead of your inbox. If so, select the email with your levy attachment and add this sender to the safe sender list, which will allow future messages to get through.

What is Community Hub?

Community Hub is an online web portal. It's designed to allow you access to your building's confidential strata information at any time and from anywhere. Resident owners, investment owners and committee members can benefit from immediate, secure and easy access to information specific to their building or property.

How to register & access Community Hub?

1. To access Community Hub you must first register for the service.

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Login


User ID:

Password:


Note :
Your Login ID & password are case sensitive.
If you forget your password, please email us at the email below.
communityhub@community.com.au



2. The registration form page opens. Fill in your contact and plan information details to submit.



online web portal



Launch > Home > Welcome >

Welcome

Please fill in the details below to register for Internet access to Community Hub
All information with an asterisk * is mandatory.

Contact Details:

* Please enter First Name and Surname **OR** Company Name

Owners First Name: *

Owners Surname: *

OR

Company Name*

Email Address *

Preferred Phone Number: * e.g 02 12345678

This information can be found on your levy notice. [Click here for example.](#)

Plan Information:

Owner Reference *

Committee Member?

User Agreement: * I have read and accept the [Terms of Use.](#)

If you own more than one property managed by us, you can add it to your Community Hub User ID once you are successfully registered.

Note: When filling in the Owner Reference field you need to input your Owner Reference Number, which is located at the top of your levy notice.

3. On submission you will receive an acknowledge email. Once your details are confirmed by the Community Hub administration team you will receive an email with your user ID and Password within 2 working days.
4. You can securely log on to Community Hub at anytime.

Note: If you do not receive your next levy notice/contribution when expected, please check your Spam folder/Junk mail folder just in case the email that contains your levy notice attachment got delivered there instead of your inbox. If so, select the email with your levy attachment and add this sender to the safe sender list, which will allow future messages to get through.