

Setting up your Online Portal for Lolo Creek Trails Homeowners Association

With ADEA Property Management now providing management services to the Association, you might have a few questions about how things work, i.e., how to report a maintenance issue or request a common area repair, how to pay your dues, and access your Association documents. All these features are available through the HO's "Online Portal". This is a user-friendly system for the HO and its use provides a win-win for the Association, the HO and ADEA.

If you have already provided an email address to ADEA, you should have received an invite to create your portal. If you have not received an invite, simply go to our website www.adeapm.com and in the ribbon across the top, click "HOA Members". Then click on the **Sign Up** link. You will then be directed to provide your name, phone number and email. Click 'Request Access' and you are done.

ADEA will then send you a response email requesting you to activate your portal. Once activated, you will be guided through setting up your Online Portal. Once this is setup, using your email and password, you can access your portal anytime at www.adeapm.com, and again click "Pay Online!".

Going forward, to access either save the link as a favorite on your web browser, or type 'adeapm.com' in your browser, then go to ADEA Property Management webpage. Then click 'HOA Members' in the ribbon at the top of the home page of the website.