$\begin{array}{c} \mbox{HPMSI Vantaca Guides: The Modern Portal} \\ \textbf{05: My Items} \end{array} \end{array} \\$

The Vantaca portal provides access to many items relevant to an account, including community broadcast messages, updates on requests, and violation or account notices. Let's take a look at how to view these items! First, click on the page title "My Items" in the menu on the lefthand side of the portal screen.

 Dashb My Co Billing My Ite 	ooard ntact Info ems 0	The po Here accou Use t "Subjec the filte	ortal screen will now show e we can see any recent it nt. Click on any item to s he categories along the to t" or "Message," to searc r button next to these tex search terms or pa	w the ' tems ruse mo see mo op of t h for s t boxe tramet	"My Items" page elevant to your ore information. he grid, such as specific items. Us es to select specific ters.	
My Items My Items Submit a Welcome to your My Items." Action Items Click on the drop dow item.	Request Items pagel This page allows you to f displayed here include all activity for y m arrow next to each Action item disp	follow activity on requests su your property or properties of played to see any message	ubmitted through the Submit a Request page and any o wer the last 30 days. This can include any resolved or s sent to you and recent activity related to that item. Cli	Ruth open tickets, w voided activit ck "Reply" to :	which we refer to as "Action y.	
From	Subject		Message		Date	
T		T		T		
Maarten	Violations - Daily Fine As	sessed	Bla		01/05/2021 9:46:57 AM	
Meredith	Violations - Daily Fine As	sessed	This item has been moved to Daily Fine Assessed.		10/28/2020 6:18:25 PM	
Meredith	Violations - Second Notic	8	Removed attachment		10/28/2020 5:48:03 PM	
Privacy Policy - Help - This site provided by Manager	FAQ nent Company. Powered by Vantaca. Copyright	© 2020				

Remember: Only the most recent items will appear on this page. If you are looking for items related to the account that are greater than 30 days old, please reach out to our Homeowner Solution Center team either by submitting a request in the portal itself, or by calling 770-451-8171.

You may notice a tab titled "Submit a Request" near the top of the page. We will explore this tab and the request submission process in guides number 08 and 09. Please navigate to those guides if you have questions about this process!