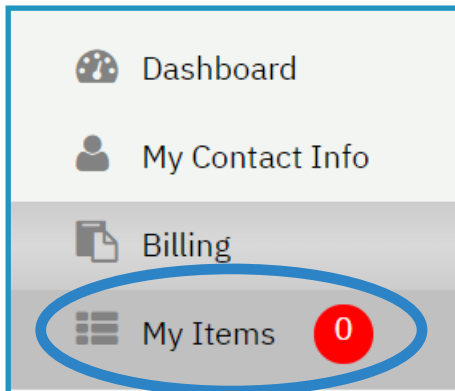


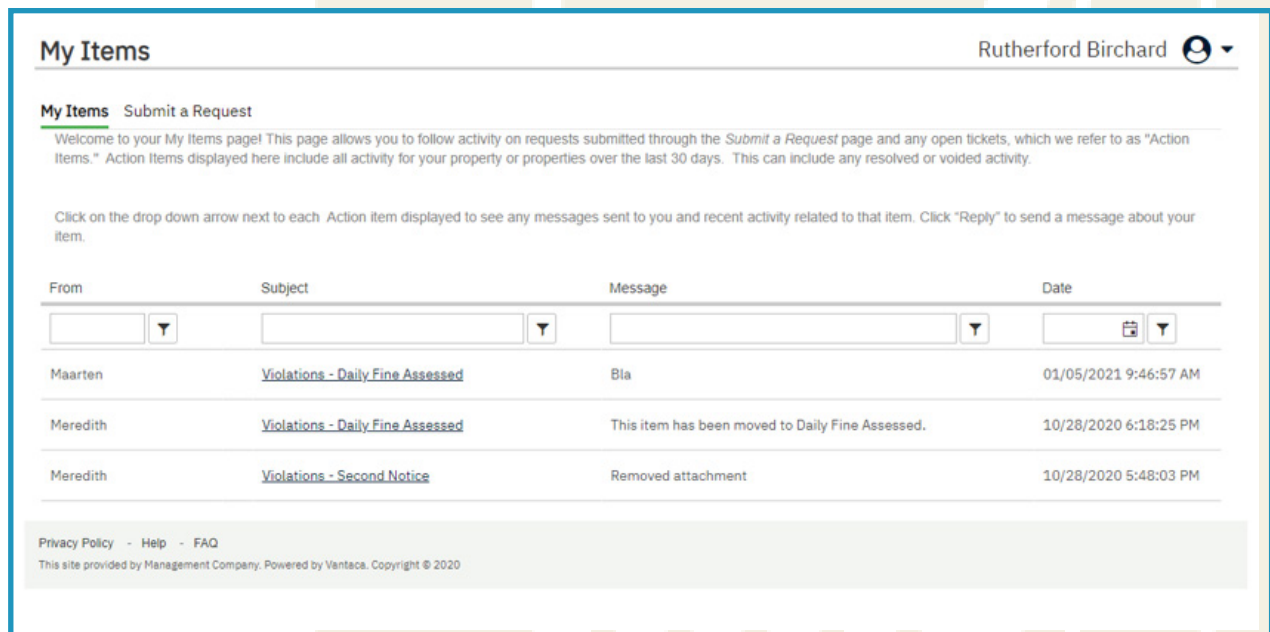
05: My Items

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.



The portal screen will now show the “My Items” page. Here we can see any recent items relevant to your account. Click on any item to see more information.

Use the categories along the top of the grid, such as “Subject” or “Message,” to search for specific items. Use the filter button next to these text boxes to select specific search terms or parameters.



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!