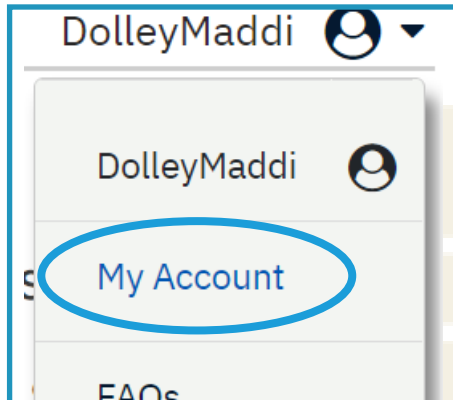
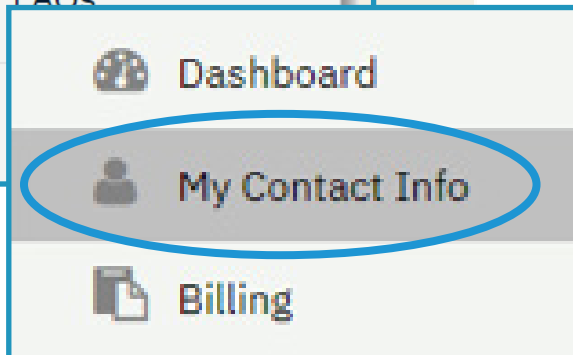


One of the key features of the online Vantaca portal is real-time, 24/7 online access to your account and account information. In this guide, we'll explore how to review and update your account's information in the online portal.



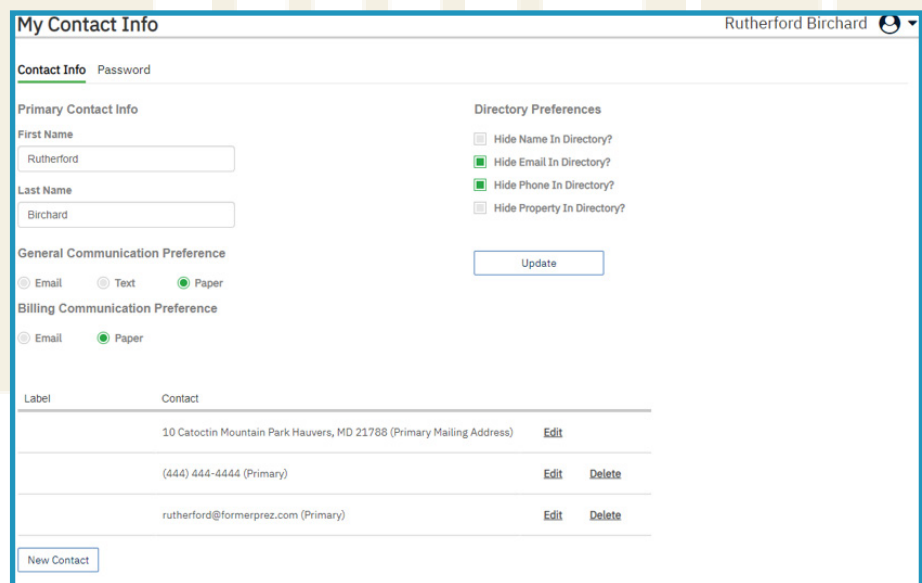
Your account information lives on the My Contact Info page in the Modern Portal. You can access this page either by clicking My Contact Info in the lefthand menu, or by clicking on your username in the top right of the portal and selecting "My Account" from the dropdown menu.



Clicking either choice will then display the My Contact Info portal page, which includes fields such as Primary Contact Info, Directory Preferences, and Communication Preferences.

Always make sure that the correct contact is listed in the Primary Contact Info fields to ensure community messages reach the correct individual.

Please be sure to review both your General and Billing communication preferences to ensure you receive these communications in the correct way. You may only choose ONE communication method per category.



Label	Contact	
	10 Catocin Mountain Park Hauvers, MD 21788 (Primary Mailing Address)	Edit
	(444) 444-4444 (Primary)	Edit Delete
	rutherford@formerprez.com (Primary)	Edit Delete

If you would like to change what information about your account, if any, appears in the online community directory, use the Directory Preferences section on this page. Click the box beside any question to HIDE that information from the directory. Items marked with a green square will be hidden and will not appear in the online community directory. Click “update” to save any changes to your directory preferences. Remember: these preferences can be changed at any time and are entirely the discretion of each owner.

Directory Preferences

Hide Name In Directory?

Hide Email In Directory?

Hide Phone In Directory?

Hide Property In Directory?

Contact	
10 Catocin Mountain Park Hauvers, MD 21788 (Primary Mailing Address)	Edit
(444) 444-4444 (Primary)	Edit Delete
rutherford@formerprez.com (Primary)	Edit Delete

This page displays all contact information ever associated with your account. Choose “Edit” to update any information or “Delete” to remove the information from the system.

Use the “New Contact” button to enter any new contact information for the account as needed.

My Contact Info

Contact Info
Password

Need to update the password for your Vantaca account? Click on the “Password” tab near the top of the page to switch to the Password screen. You’ll need to enter your current password, then create and confirm a new password to access your account. Click the “Update” button to save your changes!

Contact Info
Password

Old password

New Password

Confirm New Password