

# Homeowner Portal

## PORTAL REGISTRATION:

Please take the time to register on the website to gain access to your homeowner portal, where information is at your fingertips.

- ▶ Verify that all of contact information listed on the first page of this letter is correct. If there is anything that needs to be updated, please reach out to [CareTeam@RowCal.com](mailto:CareTeam@RowCal.com).
- ▶ Next, visit [RowCal.com](http://RowCal.com) or scan the RowCal QR code below and select the "Homeowner Login" button on the top right of the page.
- ▶ Once redirected, click on the "Sign In" button on the top right of the page and then click the blue "Create Account" button on the next page.
- ▶ Using your RowCal Account Number fill in the information on the registration page. Once you have completed registration and logged in, you may update any of your information and choose how or if you would like to be visible in your community directory

Your Board also has the ability to send broadcast texts to all owners. If you'd like to opt-in to these texts, just enter your phone number on the "My Profile" page.

## PORTAL FEATURES:

Once you have logged in, you will have access to great features such as:

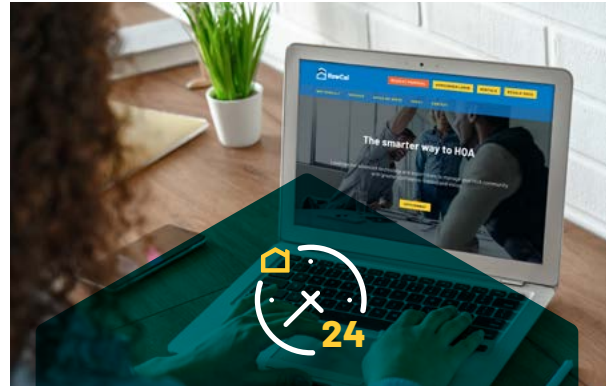
- Account Balance and Payment via credit card or E-check
- Association Documents & Forms
- Community Directory
- ACC Requests Submission
- Work Order Request Submission
- Community Calendar
- Community Announcements
- And more!

Go to your app store and search "RowCal" or scan the RowCal App QR Code at right. Click to download the app.

Once downloaded, choose to either login with your existing login info (if you already signed into the website) or you will have the option to register here with your general information and your account number.

Now you're all set! Get ready to experience the smart way to HOA, the RowCal way!

**THE SMARTER WAY TO HOA™**



**Visit our website  
to access the  
homeowner portal:**



**Download the  
RowCal app:**



# Assessment Payments

## IMPORTANT INFORMATION TO NOTE:

- There are no late fees for the first 60 days of management.
- Please continue your payments to your current management company until your start date with RowCal.
- You will need your RowCal account number, which you can find on the first page of this Welcome Packet.
- If you had ACH through your previous management company, you will need to sign up again through RowCal as this information cannot be transferred.

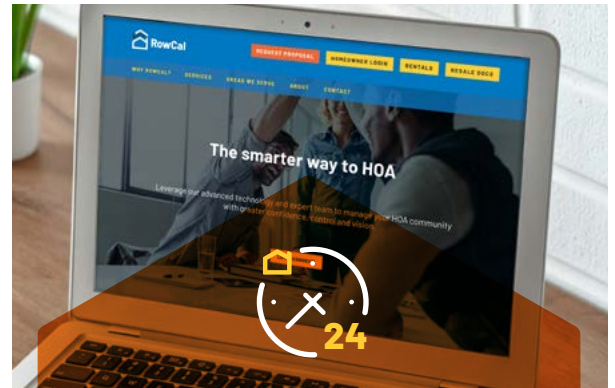
## PAYMENT OPTIONS

- ▶ **Fill out the enclosed Authorization for Direct Debit form** and either email it to our Care Team at [careteam@rowcal.com](mailto:careteam@rowcal.com) or mail it to the address listed on the form. *Note: There are no convenience fees for paying via ACH.*
- ▶ **Log into the RowCal app or the association website** by visiting [rowcal.com](http://rowcal.com) and following the **Homeowner Login** button at the top right of the page. You can choose one-time payments or recurring payments through these systems. *Note: There are convenience fees for paying through these portals, depending on if you are using an e-check or a credit card.*
- ▶ **Update your bank bill pay system** to send your dues payment to the address listed below and please ensure that your account number is in the memo line of the check sent.

[Your Association Name]  
c/o RowCal, LLC  
PO Box 936  
Commerce, GA 30529

- ▶ **Mail in a check** for your association dues to the address below. *Note: There are no convenience fees paying by check.*

[Your Association Name]  
c/o RowCal, LLC  
PO Box 936  
Commerce, GA 30529



**Welcome to  
The Smarter Way  
to HOA.**

Your account balances will transfer from your previous management company after the first 30 days of service. Please note that beginning balances with RowCal may not be an accurate reflection of your account during that time. Contact the CareTeam if you have an account balance inquiry.





## RowCal Homeowner ACH Authorization Form

I hereby authorize **RowCal** and the financial institution listed below to debit my bank account automatically for the **association assessment amount only**, per billing period.

Association Name: \_\_\_\_\_ Account#: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**The electronic funds transfer will occur on the 8<sup>th</sup> of the month or the previous business day if the 8<sup>th</sup> falls on a holiday or weekend.**

**Forms must be received by the 27<sup>th</sup> of the month to apply to the following month.**

**Please send a check or website payment if not submitted by the 27<sup>th</sup> or contact Care Team for assistance.**

ACH Information		
Financial Institution:		
Branch:		
City:	State:	Zip:
___ CHECKING ___ SAVINGS account (select one)		
Routing Number:		
Account Number:		

This authorization is to remain in full force and effect until RowCal receives written notification from me of its termination in such time and in such manner as to afford RowCal and the financial institution a reasonable opportunity to act on it which we deem this to be 14 days before the next automatic withdrawal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please attach voided check here:***

***If you are unable to attach a voided check please sign here stating you aware that if the numbers you provided above are inaccurate, you are responsible for any returned payment fees and/or late fees.***

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***Signature for voided check waiver***

Return form to: [CareTeam@RowCal.com](mailto:CareTeam@RowCal.com)

Or mail the completed form to: RowCal Nation, PO Box 421150, Minneapolis, MN 55442