

Creating a StrataMax Portal Account

Last Modified on 22/09/2020 1:44 pm AEST

The StrataMax Portal is a valuable tool for owners and committee members. The StrataMax Portal is designed to give you access to a number of useful documents, reports and other information relating to your building and property, these may vary based on what is made available by your strata manager. In addition to your lot information, you may be able to access information about an upcoming meeting for your property and may be able to cast your votes online.

The StrataMax Portal is customised by your strata manager so you may find some of the pages and colours slightly different to the examples below.

For owners that own multiple properties, the StrataMax Portal Account allows access to multiple properties via a single log in.

Your browser does not support HTML5 video.

Creating a StrataMax Portal Account

The StrataMax Portal web address is <https://www.stratamax.com.au/Portal/login.aspx> We recommend saving this address to your browser's favourites for easy access later.

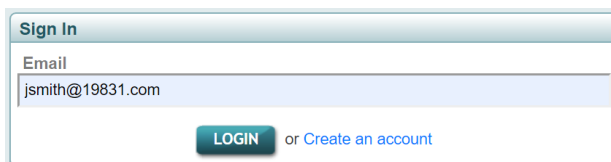
Access to the StrataMax Portal is based on an account you setup which is called a 'StrataMax Portal Account'. The account login must be a unique email address and the password is setup during the creation of the account.

To create an account you will need to have either:

- Your email address recorded on the strata roll records, or
- A single-use StrataMax ID and password

You may still create a StrataMax Portal account, but you will not be able to link your property without either of the above. Contact your strata manager to confirm that your email address is recorded in the strata roll.

1. Navigate to the [StrataMax Portal Login Page](#).
2. Enter your email address and click on *Create an account*.



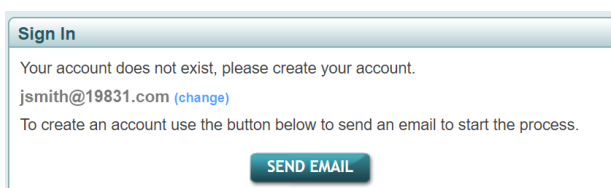
Sign In

Email

jsmith@19831.com

LOGIN or Create an account

3. On the next screen click *Send Email*.



Sign In

Your account does not exist, please create your account.

jsmith@19831.com [\(change\)](#)

To create an account use the button below to send an email to start the process.

SEND EMAIL

4. An email will be sent to your email address to start the process. (If the incorrect email address was

entered, enter the correct email at the Sign In page and start the process again). Once the email has been received click on *Create Account* in the email and follow the prompts to enter your name and password to create a profile.



Create Account

We have received a request for a new account linked to this email address.

To create an account with this email address, please follow the link below;

[CREATE ACCOUNT](#)

If the link does not open it may have been blocked by your browser, please copy the link and paste it into the address bar of your browser.

<https://beta-www.stratamax-com-au/Portal/UserSecurity/CreateAccount.aspx?Token=214cfd6-c3a9-460f-9d35-04c0068a024b>

For security purposes, the above link will expire in 30 mins.

This is a system generated email. Please do not reply directly to this email as it may not be delivered.


5. Tick 'I accept the Terms & Conditions' and click on *Create*. You will receive a confirmation that your account has been created.

The screenshot shows the 'Create StrataMax Portal Account' page. At the top left is the StrataMax logo. Below it are navigation links for 'Online Certificates' and 'Help'. The main heading is 'Create StrataMax Portal Account' with a 'BACK' button. The form area is titled 'StrataMax Portal Account Details' and contains the following fields:

- Email: jsmith@19831.com
- Name Title: Mr (dropdown menu)
- First Name: John
- Surname: Smith
- Password: [masked with dots]
- Confirm Password: [masked with dots]
- Terms & Conditions: I accept the [Terms & Conditions](#)

A 'CREATE' button is located at the bottom right of the form.

6. Properties which have the same email address recorded in the strata roll records as the one used to create the StrataMax Portal Account will be listed automatically. This only applies to your properties where the strata manager uses StrataMax.
7. Tick each property to add them to your StrataMax Portal account. Tick the declaration, then click *Add Selected Properties*.



Manage Account

My Properties | Change Profile | Change Password | Change Email Address

My Properties

Properties

You currently do not have any properties linked to your account.

Add Properties

Name	Details	StrataMax ID
<input checked="" type="checkbox"/> TRAINING LEVIES (19831)	Lot 00001	96154573

[Click here to add a property using your StrataMax ID and password](#)

Declaration

I warrant that I am the owner, co-owner or authorised representative of the owner of the properties indicated above and I am authorised to access and use the StrataMax Portal in accordance with the terms and conditions.

ADD SELECTED PROPERTIES

Note: If you own a property that is not listed in this screen, it may be that the lot doesn't have an email address recorded for it in the strata roll records, or it has a different email address. Confirm with your strata manager that the email address is recorded for the missing lot.

- If you have a StrataMax ID and password that has been supplied by your strata manager click on the link to add a property using your StrataMax ID and password.
- You can enter your StrataMax ID and password, then click *Add*.


Enter StrataMax ID and Password

StrataMax ID

Password

The StrataMax ID is an 8 or 9 digit number provided by your manager. If your manager has provided you with a StrataMax ID and password for your property you may enter it here. Alternatively, please ask your manager to add your email address of jsmith@19831.com to their records so that the property automatically appears in your list.

- Once you have added your selected properties, tick the declaration and then click 'Add Selected Properties'.



Viewing: Lot 00001
TRAINING LEVIES (19831)

Manage Account

My Properties | Change Profile | Change Password | Change Email Address

My Properties

Properties

Name	Details	StrataMax ID
Select TRAINING LEVIES (19831)	Lot 00001	96154573 Share Details

Add Properties

Name	Details	StrataMax ID
<input checked="" type="checkbox"/> TRAINING LEVIES (19831)	Lot 00002	96154574

[Click here to add a property using your StrataMax ID and password](#)

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ADD SELECTED PROPERTIES