

# Adding Properties

Last Modified on 22/11/2022 4:18 pm AEST

If you have multiple properties with strata managers that use StrataMax, you can have a single account to access all your properties. When creating a StrataMax Portal Account, all lots that have the same email address that is used to create your StrataMax Portal Account will be listed so it can be added to your account. These instructions can also be used to link any StrataMax property to a User Account.

## Adding Property / Properties

1. Log in to your StrataMax Portal Account.
2. Go to your account settings  and select My Properties. Any properties that have the same email address as your StrataMax Portal Account will be listed here. If a lot is not listed, contact your strata manager to confirm that the correct email address is recorded for that lot.
3. Tick each property to add, tick the declaration and click *Add Selected Properties*.



The screenshot shows the StrataMax user interface. At the top left is the StrataMax logo. On the right, there is a 'Viewing: Lot 00001 TRAINING LEVIES (19831)' box with a 'RETURN' button and a user profile icon. Below the logo is a 'Manage Account' tab with sub-links for 'My Properties', 'Change Profile', 'Change Password', and 'Change Email Address'. The main content area is titled 'My Properties' and contains two tables. The first table, 'Properties', has columns for Name, Details, and StrataMax ID, with a row for 'TRAINING LEVIES (19831)' and Lot 00001. The second table, 'Add Properties', has the same columns and a row for 'TRAINING LEVIES (19831)' and Lot 00002. Below the tables is a 'Declaration' section with a checked checkbox and a text statement. At the bottom is a large 'ADD SELECTED PROPERTIES' button.

Name	Details	StrataMax ID
Select TRAINING LEVIES (19831)	Lot 00001	96154573  <a href="#">Share</a> <a href="#">Details</a>

  

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](#)

**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**

## Adding Additional Property / Properties with a StrataMax ID and Password

If your strata manager provided you with a one-off StrataMax ID and password, your property can be added by using the instructions below.

1. Log in to your StrataMax Portal Account.
2. Go to your account settings and select My Properties. Click on add a property using your StrataMax ID and password.
3. 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.*

4. A confirmation screen will appear.

## Property Located

The following property has been added to your list for review:

**Building: TRAINING LEVIES (19831)**  
**Details: Lot 00002**  
**StrataMax ID: 96154574**

5. Tick each property to add, tick the declaration and click *Add Selected Properties*.



Viewing: Lot 00001  
TRAINING LEVIES (19831)



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**Manage Account**

My Properties | [Change Profile](#) | [Change Password](#) | [Change Email Address](#)

### My Properties

**Properties**

	Name	Details	StrataMax ID
<a href="#">Select</a>	TRAINING LEVIES (19831)	Lot 00001	96154573 <a href="#">Share</a> <a href="#">Details</a>

**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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