

Sharing a Property

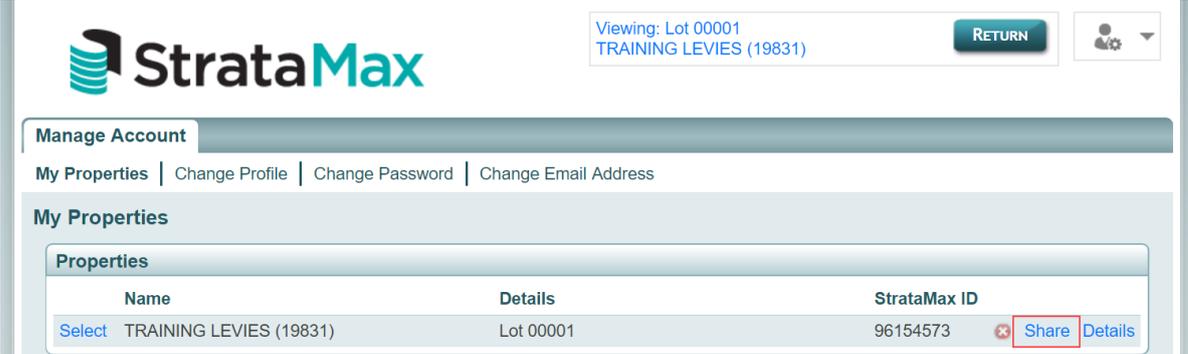
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Properties can be shared with another StrataMax Portal Account and they can access information in relation to the shared property. If a committee member shares their property with another StrataMax Portal Account, only information pertaining to that property can be accessed. Committee reports and documents, including Invoice Hub access (if applicable) will not be accessible by the other StrataMax Portal Account.

Once a property is shared, you cannot revoke it. Your Strata Manager will need to make a request to StrataMax Support to revoke it.

When a property is shared, all existing StrataMax Portal Accounts that is linked to that property will receive an email to notify that the property has been shared.

1. Log in to your StrataMax Portal Account.
2. Go to your account settings and select My Properties.
3. Click on 'Share'.



The screenshot shows the StrataMax portal interface. At the top left is the StrataMax logo. To the right, it says "Viewing: Lot 00001 TRAINING LEVIES (19831)" with a "RETURN" button and a user profile icon. Below this is a navigation bar with "Manage Account" selected, and links for "My Properties", "Change Profile", "Change Password", and "Change Email Address". The main content area is titled "My Properties" and contains a table of properties. The table has columns for "Name", "Details", and "StrataMax ID". A row is shown for "TRAINING LEVIES (19831)" with details "Lot 00001" and StrataMax ID "96154573". A "Share" button is highlighted in red next to the "Details" link.

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

4. Enter the email address for the shared user, and tick the Share Property Conditions of Use (it is important that you understand that you cannot revoke the share), then click *Share*.
5. Enter your password and click *Yes* to confirm you wish to share this property.
6. An email will be sent to the nominated email address. If the user does not already have a StrataMax Portal Account, they will be prompted to create one. If they already do, they will be invited to add that property to their account.