

Harrison & Lear Inc., now offers a way for you to access your owner account balance, transaction history and service issues over the internet. You can even make owner contributions and have your monthly owner surplus payments deposited to your bank account.

1. Fill out the following information and return to the Harrison & Lear office for processing:

- Create a user name: _____
- Create a password: _____
(*Something you will remember*)
- Mail or scan this form and the Direct Deposit for Owner / Vendor back for processing.
- Direct Deposits will take one billing cycle to complete.
- Once you receive confirmation your account is active, you will go back to our website <http://www.harrison-lear.com> and click "Owner Web Access" and then:
- On the Owner Login screen, enter Corporate ID: **hli**
- Enter your user name
- Enter your password
- Your user name and login will be required to log into the website.

2. When you're logged in to Owner Web Access, click the tabs at the top of the page to:

- View Reports, several reports are available.
- Make Owner Contributions using either your credit card or bank account
- Change your password (account management)

If you have any questions about creating a web account or using the web features, do not hesitate to contact your property manager at 757-825-9100.

Harrison & Lear Inc.
Property Management Team