



CHHA Owner's Portal Tutorial

from

CHHA Communications Committee

Wondering if your dues payment was received? Looking for a neighbor's contact information? Want to read the minutes from the latest HOA meeting? All these functions and more are available on the Owner's Portal.!

www.chha.org/howto-owners-portal

To set up an account, you will need to look on your latest statement for the Account Number and Check Digit.

Using this information, follow the instructions on <https://www.chha.org/online-owners-account>.

Once you have an account set up, you can access all these functions and more.

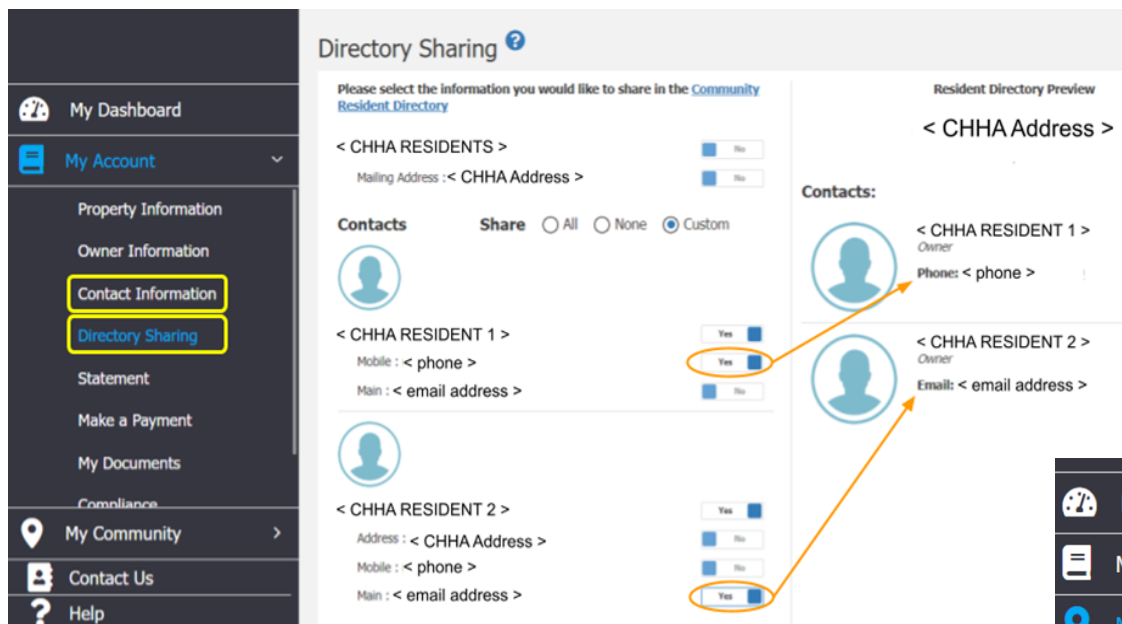
STATEMENT

Statement Date	02/13/2024
Account Number	RXXXXXXXXXXXXXXXXX
Check Digit	2
Community ID	CHAHIGHL
Property Address	Your CH Address Oak Hill, VA 20171

This month, we will highlight how to check your account balance and access the resident directory.

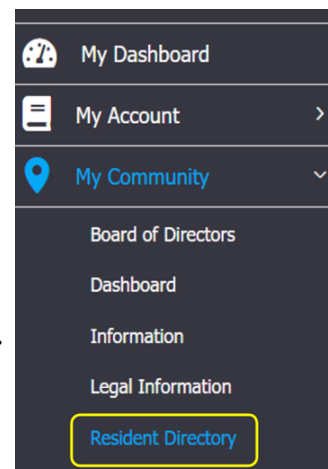
Remember those printed directories from years back? We are no longer printing those – saving the cost and the paper – but the information is still there if you know where to look.

To indicate what information you want to share, go to **My Account -> Directory Sharing** and click "Yes" on the contact information you wish to publish in the directory.

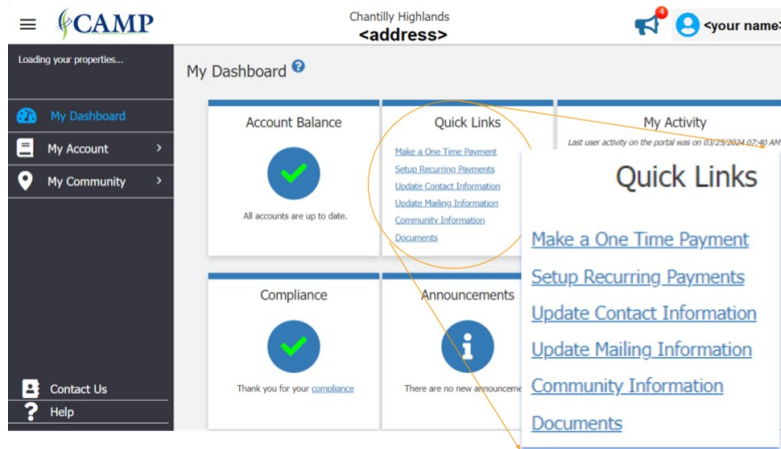


If you find your contact information is incorrect or incomplete, go to **My Account -> Contact Information** and edit it for each resident.

The Directory can be accessed under **My Community -> Resident Directory**.



Assessment fees were due just last month, so you may be wondering if your account has been credited. You can check your account and access other financial tools right on **My Dashboard**. Clicking on **Account Balance** will show your account history and give you the option to generate a statement. The **Quick Links** menu makes it easy to access frequently used functions.



More How To's will be included in future newsletters and posted on our website: www.chha.org/howto-owners-portal. Check out these features and if you have any questions, please contact us at office@chha.org or 703-435-0706.