



We will be transitioning to your new homeowner online portal on 2/16/23

Discover all the things you can do inside your community portal.



By activating your account, you'll be able to:

- View and update your profile and contact information
- Enjoy real-time access to your account balance
- Communicate with your Community Manager
- Make secure online payments and schedule recurring payments

To get started, follow these steps:

1 EMAIL

REGISTRATION@FRONTSTEPS.COM

In the email, please include

- First name
- Last name
- Email address
- Phone number
- Mailing address
- Community name
- Property Management: Keith S.Collins

2

Our registration team will verify your information and email you an invitation to join your community portal.

NEED HELP SIGNING UP? CALL THE REGISTRATION TEAM



(303) 416-7799



3400 Players Club Parkway Suite 100
Memphis, TN 38125
P: 901-753-4170 | F: 901-753-6215
Office Hours: Mon-Fri 8:30AM-5:00PM

Greetings!

Keith S. Collins is excited to introduce a significant improvement in technology that will elevate your homeowner experience. In the upcoming weeks, we'll be making the switch from Caliber portal to a new FRONTSTEPS Community portal. We're also in the process of launching a Keith S. Collins mobile app, providing you with ultimate convenience, anytime, anywhere.

Within your new community portal and mobile app, you'll be able to:

- *Pay assessments and check transaction history*
- *Reserve the use of community areas, amenities, and equipment*
- *Submit work orders and architectural requests*
- *Access community documents, and so much more!*

What should I expect?

In the next coming weeks, you'll receive an invitation via email to join our new community portal. Click on the link to activate your account and start enjoying the perks of community living.

Email address not on file? Message registration@frontsteps.com and we will be sure to get an invitation out to you!

Best,

Keith S. Collins, CPA
President