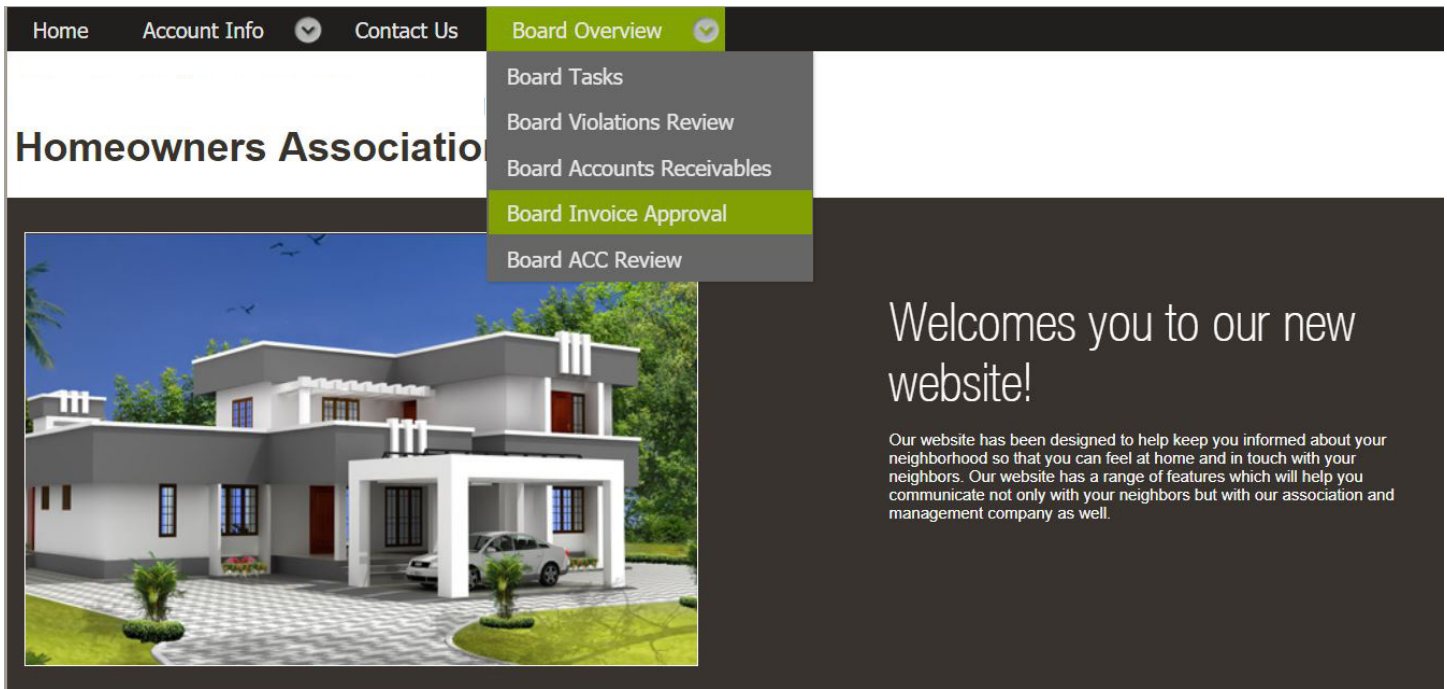
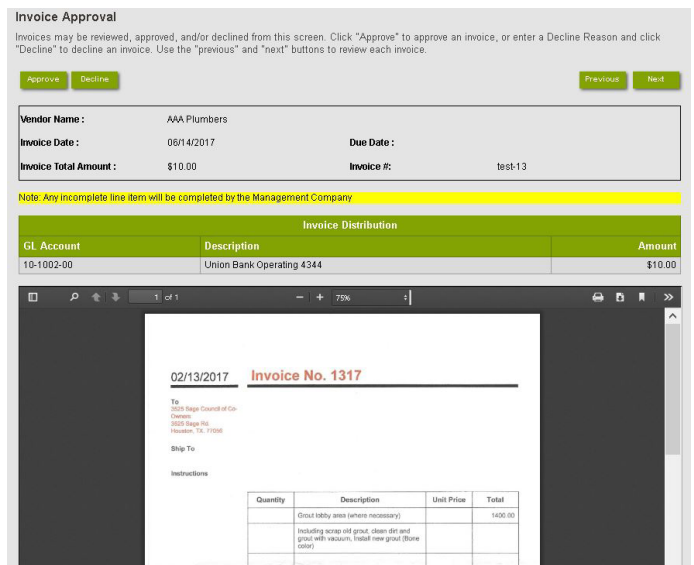


CINC BOARD INVOICE APPROVAL



1. Go to hgmanage.com
2. Select the blue "Client Access" button in the top right corner
3. Log in with your Login Information
4. Go to Board Overview > Board Invoice Approval
5. You will see "Invoice for Approval," along with the following information:
 - Vendor Name
 - Invoice Date
 - Invoice Total
 - Due Date
 - Invoice Number
 - Invoice Image
6. Select "Approve" or "Decline"
(If Declining, you will be required to enter a Decline Reason.)



If you have bookmarked the "CaliberPortal," please update it with the new Client Access.

NEED HELP? CALL - 303.804.9800 or EMAIL - HOAINFO@HGMANAGE.COM

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YOUR ASSOCIATION IS OUR LIFE'S WORK.