

How to view your building's document in the owners portal

Our owners portal allows you to view and download all the documents about your building as well as your levy notices (and other important information about your building) with just a few clicks.

If you already have a portal account, go to our portal login page –

<https://kooperlevi.com.au/my-portal>

and select *LOG IN*

The screenshot shows the 'My Portal' login page for Kooper & Levi Strata Management. The page has a dark grey header with the company logo and navigation links: Home, About, Our Services, Client Resources, FAQs, Emergency, Contact Us, and a 'CALL US' button. The main content area is white and features the heading 'WELCOME TO MY PORTAL POWERED BY SMATA'. Below this, a message states: 'Designed for you to manage and view all aspects of your building in one place. We believe this is the way strata management was meant to be: fast, easy and efficient.' Two orange buttons, 'Login' and 'Sign up', are displayed, with the 'Login' button highlighted by a red rectangular box. Below the buttons, there is a link: 'Need training on how to use the portal? Visit our Owner and Committee Members Training Portal here.' At the bottom of the main content area, a support line is provided: 'For any issues with logging in we'd be delighted to assist you via our support lines at myportalsupport@kooperlevi.com.au or 02 8089 3412.' The footer is dark grey and contains the company logo, contact information (Suite 115, Level 1, 377 New South Head Road Double Bay, NSW 2028; Phone: 02 9371 9090; [Terms & Conditions](#) [Complaints Form](#)), and legal disclaimers: 'Liability limited by a scheme approved under Professional Standards Legislation.' and 'Privacy Policy'.

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If you don't have a portal account yet, select *SIGN UP*

The screenshot shows the top navigation bar with the logo and links for Home, About, Our Services, Client Resources, FAQs, Emergency, and Contact Us, along with a 'CALL US' button. The main heading reads 'WELCOME TO MY PORTAL POWERED BY SMATA'. Below this, a message states: 'Designed for you to manage and view all aspects of your building in one place. We believe this is the way strata management was meant to be: fast, easy and efficient.' Two buttons are present: 'Login' and 'Sign up', with the 'Sign up' button highlighted by a red border. A link for training is provided: 'Need training on how to use the portal? Visit our [Owner and Committee Members Training Portal](#) here.' Support contact information is listed: 'For any issues with logging in we'd be delighted to assist you via our support lines at myportalsupport@kooperlevi.com.au or 02 8089 3412.' The footer contains the company logo, address (Suite 115, Level 1, 377 New South Head Road Double Bay, NSW 2028), phone number (02) 9371 9090, and links for Terms & Conditions and Complaints Form. It also includes the text 'Liability limited by a scheme approved under Professional Standards Legislation.' and a 'Privacy Policy' link.

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Complete your details and *Submit*.

[Home](#) > [My Portal Details](#)

MY PORTAL DETAILS

Signing up to My Portal

Please go ahead and fill out this form if you would like to sign up to My Portal. Once submitted, we will send you log in details so you can start exploring straight away.

Name *

First Name

Last Name

Email *

example@example.com

SP Number of Building Address *

Unit number *

Submit

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Our team will set up your account and you will receive an email invitation. Follow the steps to activate your account.

Once you're logged in, you can access information and documents for your building.

How to view popular documents for your building

The documents that your Strata Manager has set as popular – for example, By-Laws, Plans and Valuations, are visible on the screen. Click on the Icon beside the document name to view the document details.

The screenshot shows the user interface for 'The Owners Corporation of SP 4444' at '1 Chandos Street, ST LEONARDS, 2065, NSW'. The dashboard includes a navigation bar with 'Buildings' and 'Services' dropdowns, and a top toolbar with various icons. A main header area features a building image, a 'CREATE WORK REQUEST' button, and links for 'View Directory' and 'Building Rules'. Below this, there are profiles for the 'Strata Manager Emma Evans' and 'Building Manager Sally Sherwood'. The main content area is divided into sections: 'Recent Work History' (listing 'Intercom repair', 'Burst Pipe Common Toilet', and 'Broken Lock'), 'Popular Documents' (with a sub-header 'Documents your Strata Manager has marked as Popular always show here'), 'LEVY NOTICES', and 'FINANCIAL REPORTS'. A red box highlights a 'VALUATION' document titled 'Valuation January 2024' in the 'Popular Documents' section, with a red arrow pointing to it and the text 'Click on the PDF icon to view the document'. Other documents include '4444 - Consolidated By-Laws BYLAWS', 'Asbestos Report February 2024 REPORT', 'Report Sample REPORT', and '4444 - Capital Works Plan REPORT'.

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The document details now show on the screen, as well as information about your building's financial position.

If the document has more than one page, you can view each page by clicking on the top left of the document image.

If you want to save a copy to your computer, click the *Download* button at the bottom right of the screen.



The document will usually be saved in your *Downloads* folder on your computer.

Documents / Valuation Report 1 Chandos St...

Valuation Report 1 Chandos Street St Leonards January 2024 [EDIT]

4444: 1 Chandos Street, ST LEONARDS, 2005, NSW | Lots: 10
Admin Fund: \$153,565.99 | Capital Works Fund: \$70,045.40 | Balance: \$223,611.39
Available Cash: \$17,940.39 | Reserve Fund: \$0.00
Financial Year End: 29/04/2022
Emma Evans (Strata Manager - Spagetti Strata NSW)
Invoice required to be stamped in order to be processed

Visibility

Shared With Individual:
[User Avatars]

Shared With Role by Organisation Setting:
Building trustee

Document type:
valuation

Document tags:

Document history:

MESSAGE STAKEHOLDERS [SEARCH BY SP4444] [BACK TO INDEX]

PAGE 1 / 2

If the document has more than one page, you can move between pages here

Valuation Report

1 Chandos Street, St Leonards

18 January 2024

Click Download to save a PDF copy to your computer

[CHANGE] [DOWNLOAD]

[Privacy Policy](#) [Terms & Conditions](#)

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How to view all the documents for your building

To view all the documents of your building, not just the popular documents, click *View All*

The screenshot shows the user interface for a building's strata management system. At the top, there are navigation menus for 'Buildings' and 'Services', and a toolbar with various icons. The main header area features a large image of a modern apartment building, the name 'The Owners Corporation of SP 4444', and the address '1 Chandos Street, ST LEONARDS, 2065, NSW'. Below this, there are profiles for the 'Strata Manager Emma Evans' and 'Building Manager Sally Sherwood', both with 5-star ratings. A red banner below the profiles says 'Click View All to see all the building's documents'. The main content area is divided into three sections: 'Recent Work History' on the left, 'Popular Documents' in the center, and a 'VIEW ALL' button on the right. The 'Recent Work History' section lists three items: 'Intercom repair' (Completed: 13th Feb 2023), 'Burst Pipe Common Toilet' (Completed: 13th Feb 2023), and 'Broken Lock' (Completed: 13th Feb 2023). The 'Popular Documents' section displays a grid of document cards, including 'Valuation January 2024', '4444 - Consolidated By-Laws', 'Asbestos Report February 2024', 'Report Sample', 'Report Sample', and '4444 - Capital Works Plan'. The 'VIEW ALL' button in the 'Popular Documents' section is highlighted with a red box.

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From the *View All* screen you can open and view all the documents
Click on the icon on the left to open and view each document.

Documents Invoices 3

You can enter some words here to search. For example, Valuation

Sp4444 Search by name, type, building, manager and more

	PLAN NUMBER	TYPE	NAME	ADDED	
<input type="checkbox"/>	4444	Valuation	Valuation Report 1 Chandos Street St Leonards January 2024	16/04/2024	⋮
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	14/02/2024	⋮
<input type="checkbox"/>	4444	Valuation	Valuation January 2024	09/02/2024	⋮
<input type="checkbox"/>	4444	By-Laws	Spaghetti Strata sample document	11/01/2024	⋮
<input type="checkbox"/>	4444	Maintenance	download	20/12/2023	⋮
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023	⋮
<input type="checkbox"/>	4444	Agreement & Contract	Report Sample	13/06/2023	⋮
<input type="checkbox"/>	4444	Banking	SP4444 - Banking - Example	19/04/2023	⋮
<input type="checkbox"/>	4444	Agreement & Contract	Test	19/04/2023	⋮
<input type="checkbox"/>	4444	By-Laws	4444 - Consolidated By-Laws	09/04/2023	⋮
<input type="checkbox"/>	4444	By-Law Breach	Rae Lasagne	02/03/2023	⋮
<input type="checkbox"/>	4444	Levies	Sample Levy Notice	26/10/2022	⋮

The view defaults to a list of documents but you can change your view by clicking on the icons at the top right of the screen

If you just want to view your levy notices, click on the \$ sign.

Click on the icons to change your view.

Favourites

View your levy notices by clicking on the \$

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