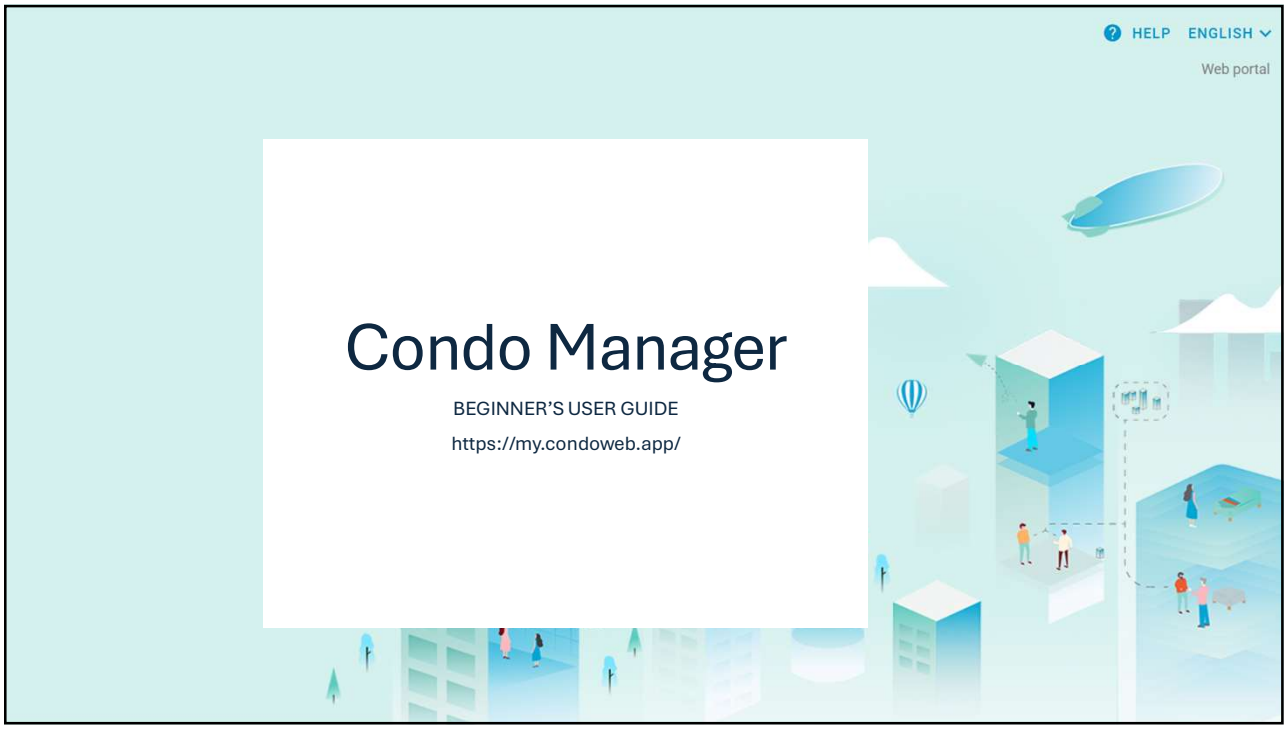
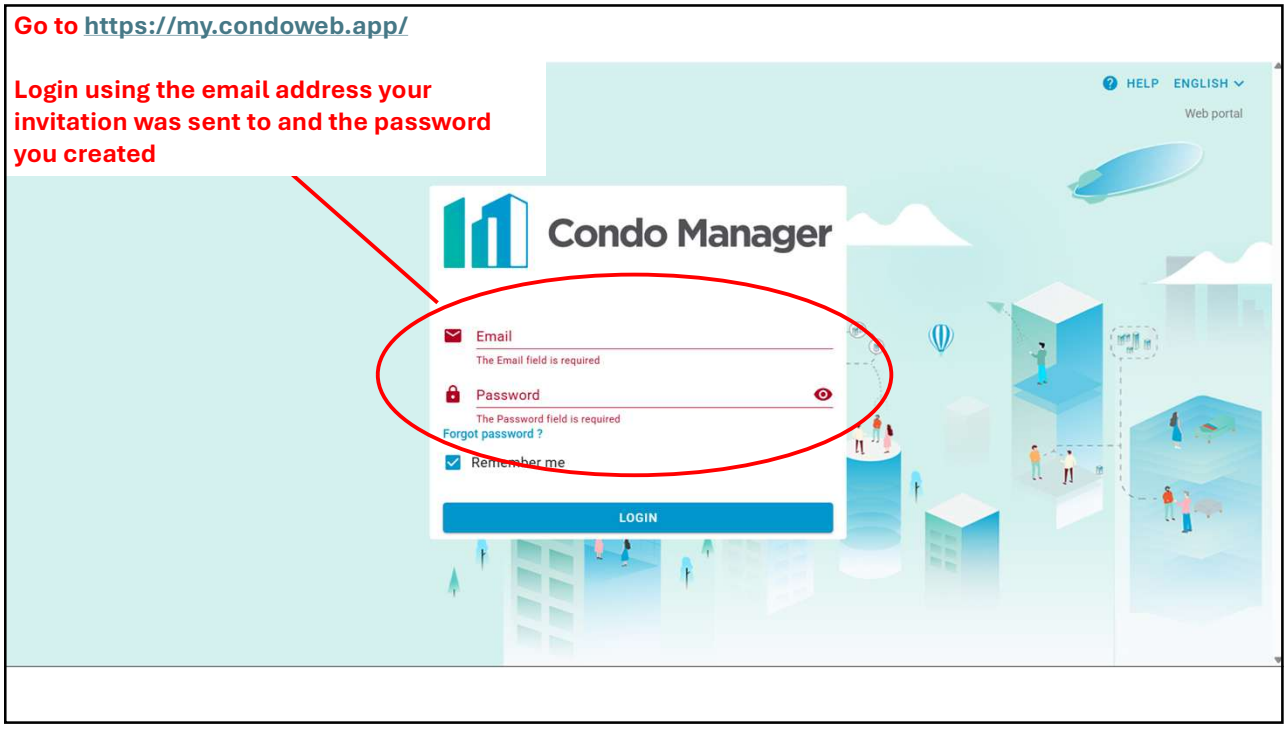
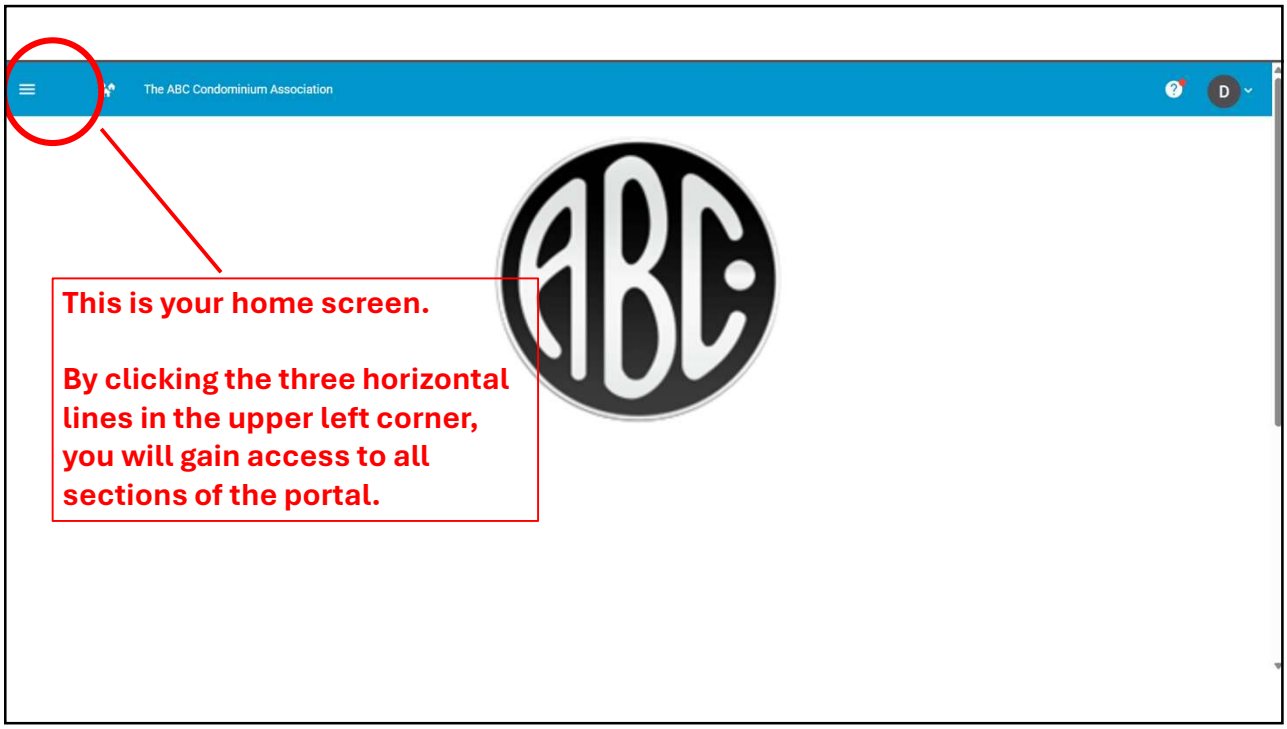

HELP
ENGLISH
Web portal
Condo Manager
BEGINNER'S USER GUIDE
https://my.condoweb.app/

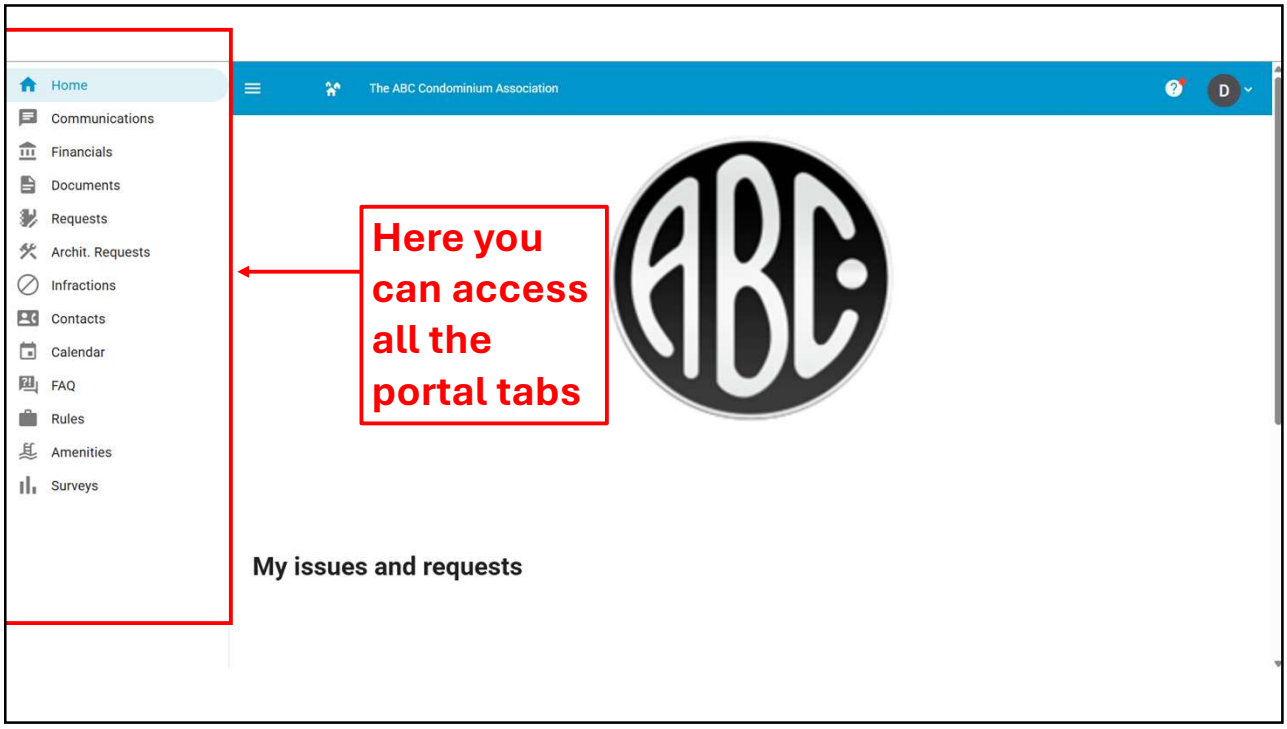
1


Go to https://my.condoweb.app/
Login using the email address your invitation was sent to and the password you created
HELP
ENGLISH
Web portal
Condo Manager
Email
The Email field is required
Password
The Password field is required
Forgot password ?
Remember me
LOGIN

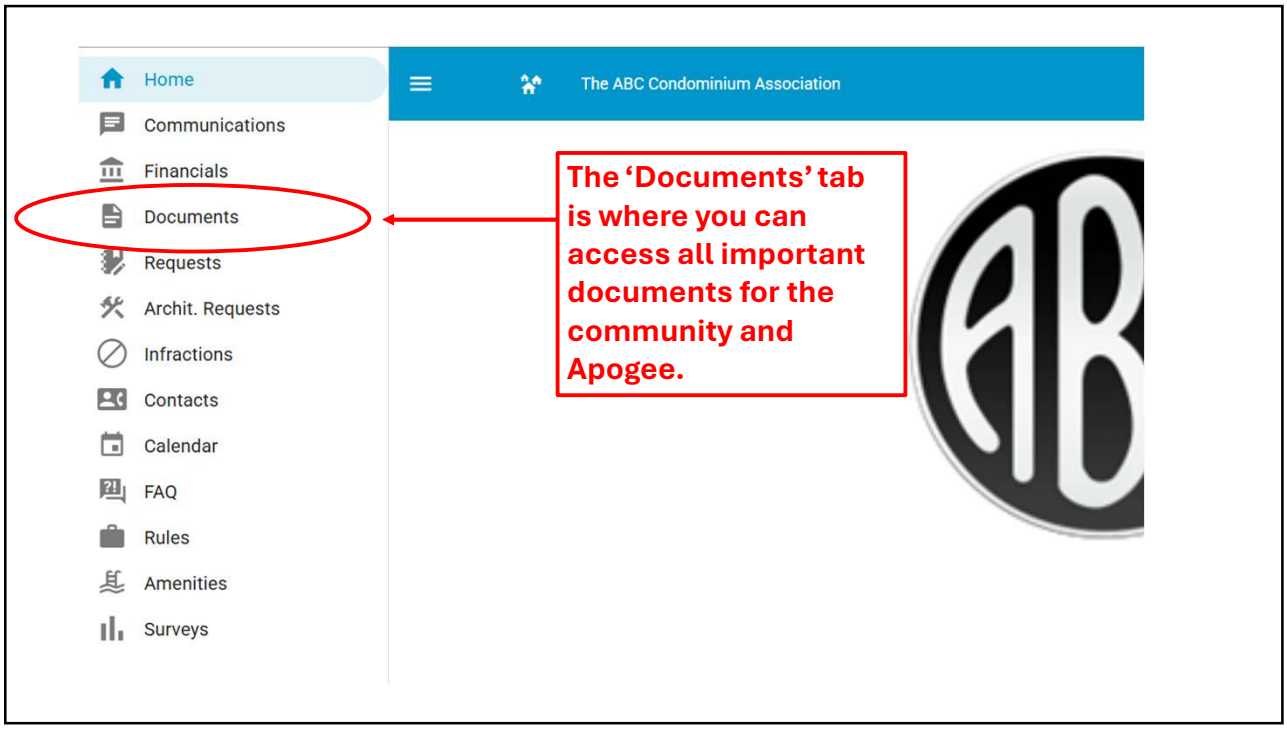
2


The ABC Condominium Association
D
This is your home screen.
By clicking the three horizontal lines in the upper left corner, you will gain access to all sections of the portal.

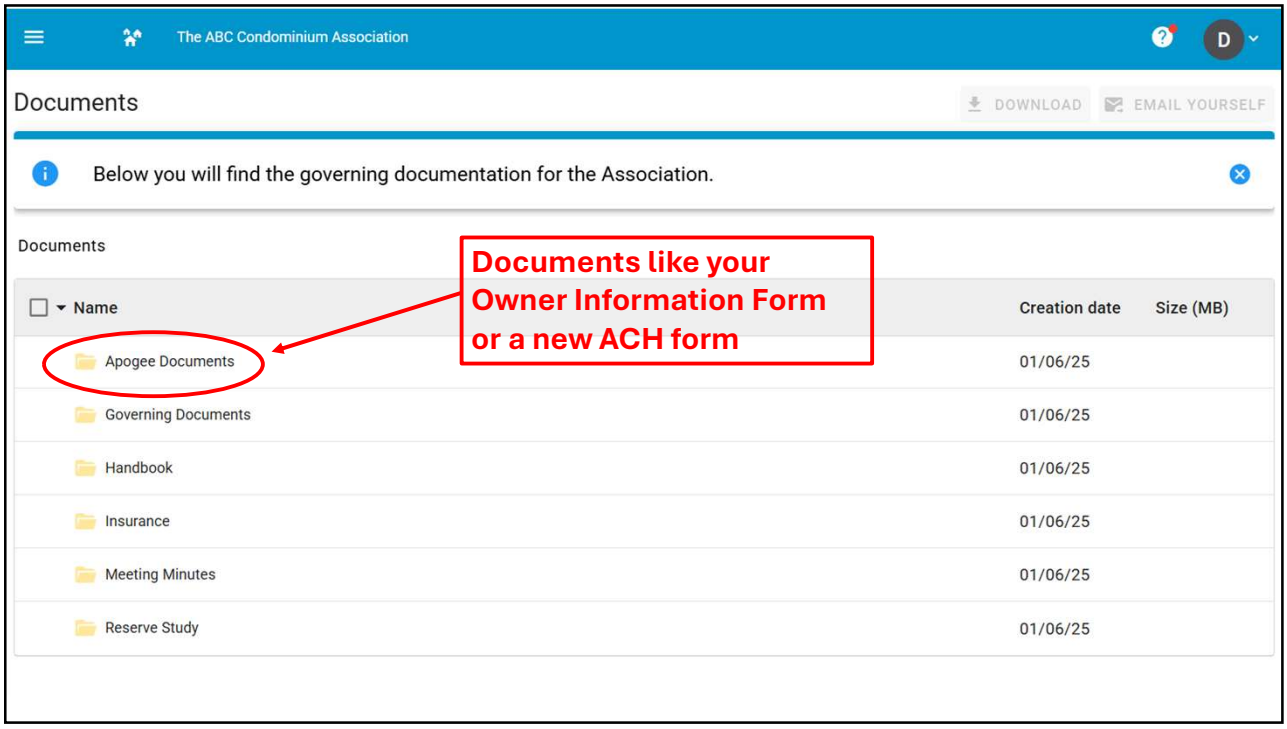
3


Home
Communications
Financials
Documents
Requests
Archit. Requests
Infractions
Contacts
Calendar
FAQ
Rules
Amenities
Surveys
The ABC Condominium Association
D
Here you can access all the portal tabs
My issues and requests

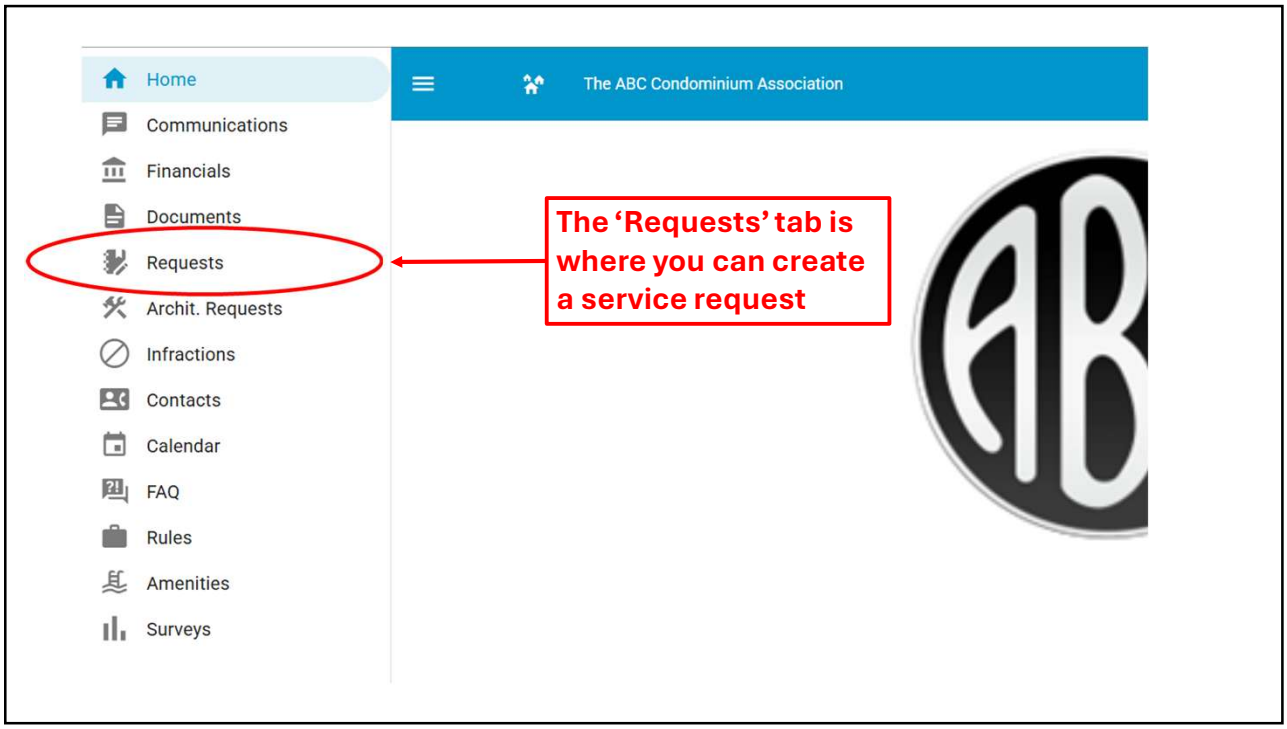
4


Home
Communications
Financials
Documents
Requests
Archit. Requests
Infractions
Contacts
Calendar
FAQ
Rules
Amenities
Surveys
The ABC Condominium Association
The 'Documents' tab is where you can access all important documents for the community and Apogee.

5


The ABC Condominium Association
D
Documents
DOWNLOAD
EMAIL YOURSELF
Below you will find the governing documentation for the Association.
Documents
Documents like your Owner Information Form or a new ACH form
Name
Creation date
Size (MB)
Apogee Documents 01/06/25
Governing Documents 01/06/25
Handbook 01/06/25
Insurance 01/06/25
Meeting Minutes 01/06/25
Reserve Study 01/06/25

6


Home
Communications
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Infractions
Contacts
Calendar
FAQ
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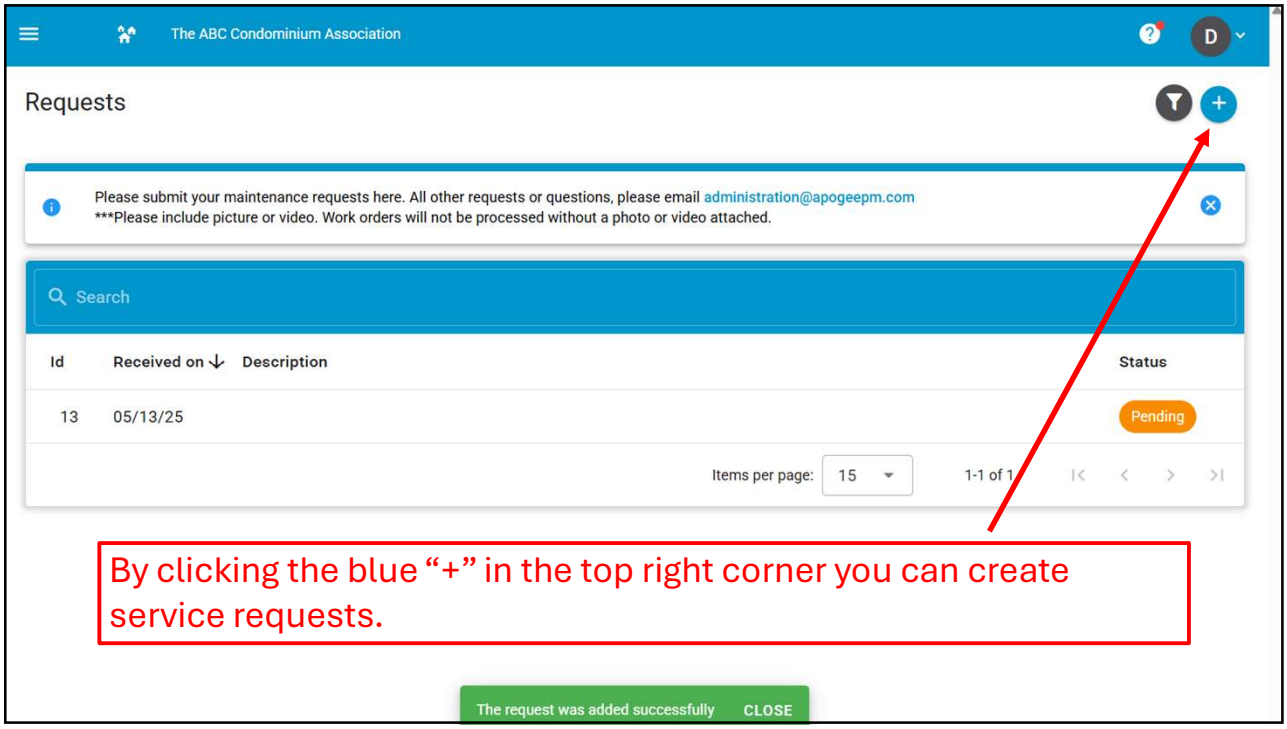
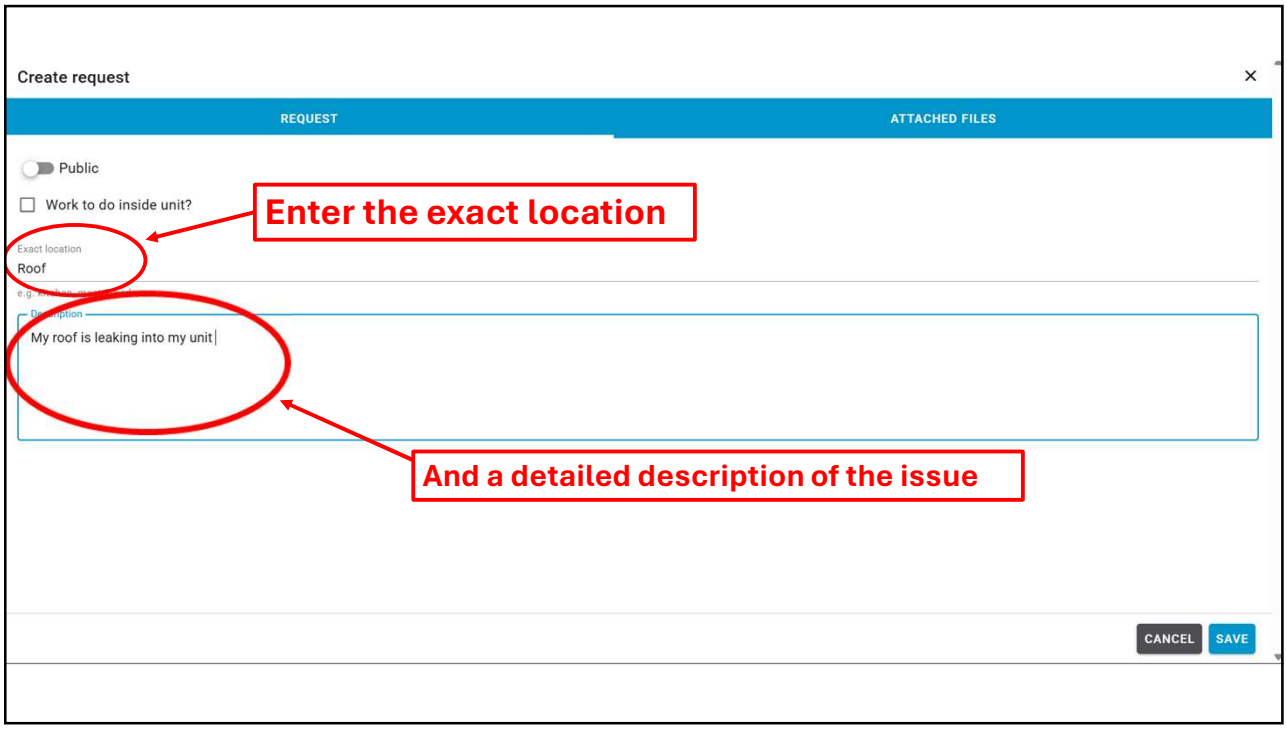
Amenities
Surveys
The ABC Condominium Association
The 'Requests' tab is where you can create a service request

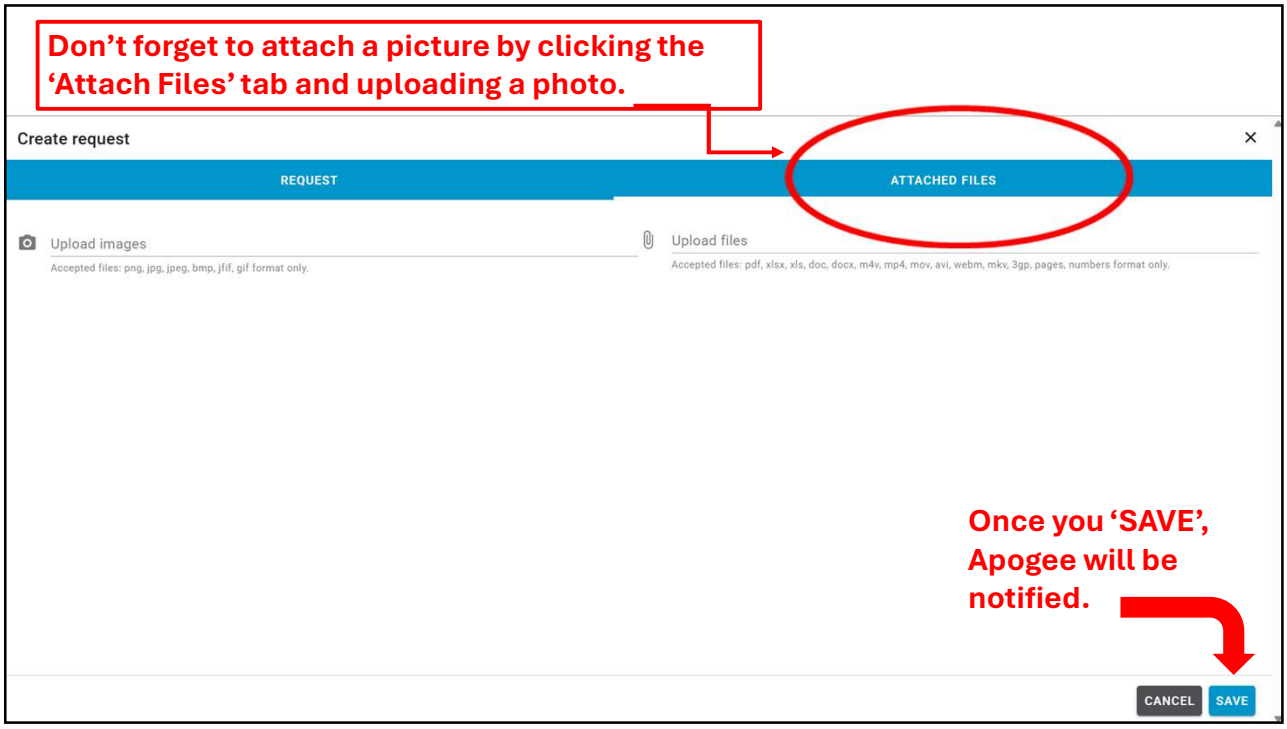
7


The ABC Condominium Association
D
Requests
Please submit your maintenance requests here. All other requests or questions, please email administration@apogeepm.com
***Please include picture or video. Work orders will not be processed without a photo or video attached.
Search
Id
Received on
Description
Status
13
05/13/25
Pending
Items per page:
15
1-1 of 1
By clicking the blue "+" in the top right corner you can create service requests.
The request was added successfully
CLOSE

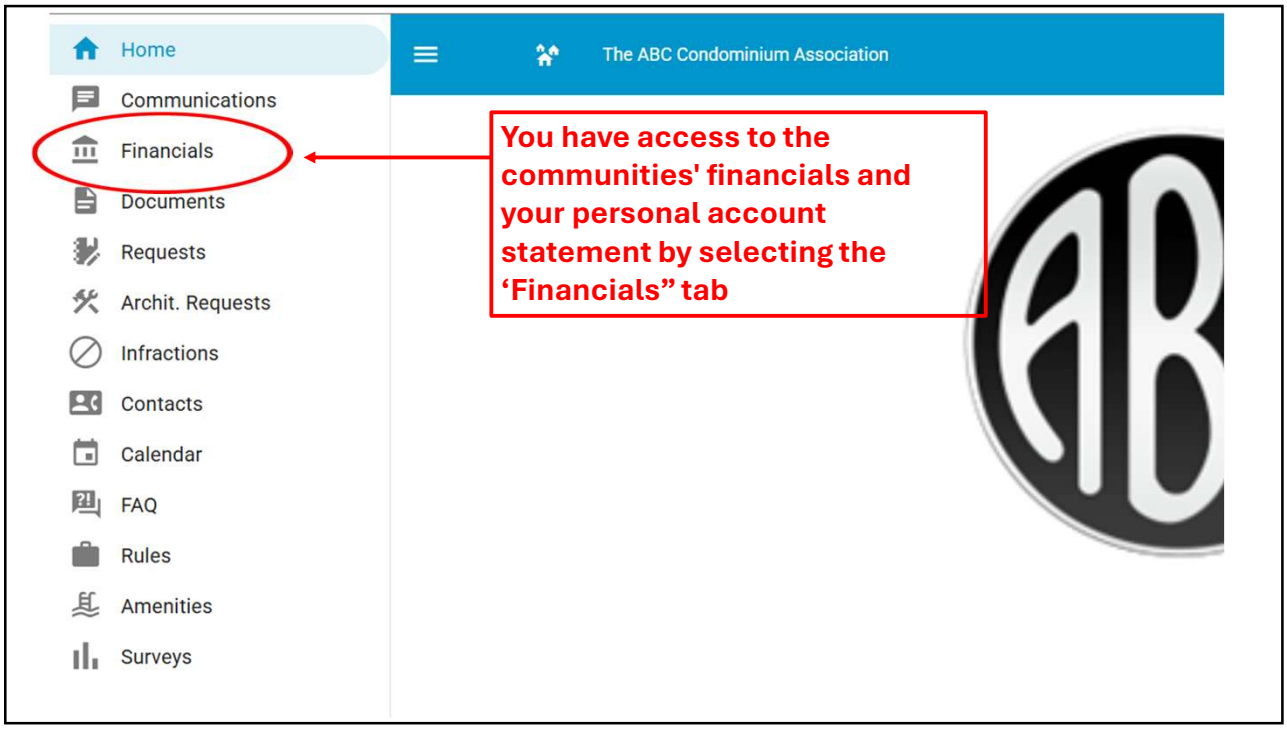
8


Create request
REQUEST
ATTACHED FILES
Public
Work to do inside unit?
Enter the exact location
Exact location
Roof
My roof is leaking into my unit
And a detailed description of the issue
CANCEL
SAVE

9


Don't forget to attach a picture by clicking the 'Attach Files' tab and uploading a photo.
Create request
REQUEST
ATTACHED FILES
Upload images
Accepted files: png, jpg, jpeg, bmp, jfif, gif format only.
Upload files
Accepted files: pdf, xlsx, xls, doc, docx, m4v, mp4, mov, avi, webm, mkv, 3gp, pages, numbers format only.
Once you 'SAVE', Apogee will be notified.
CANCEL
SAVE

10


Home
Communications
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FAQ
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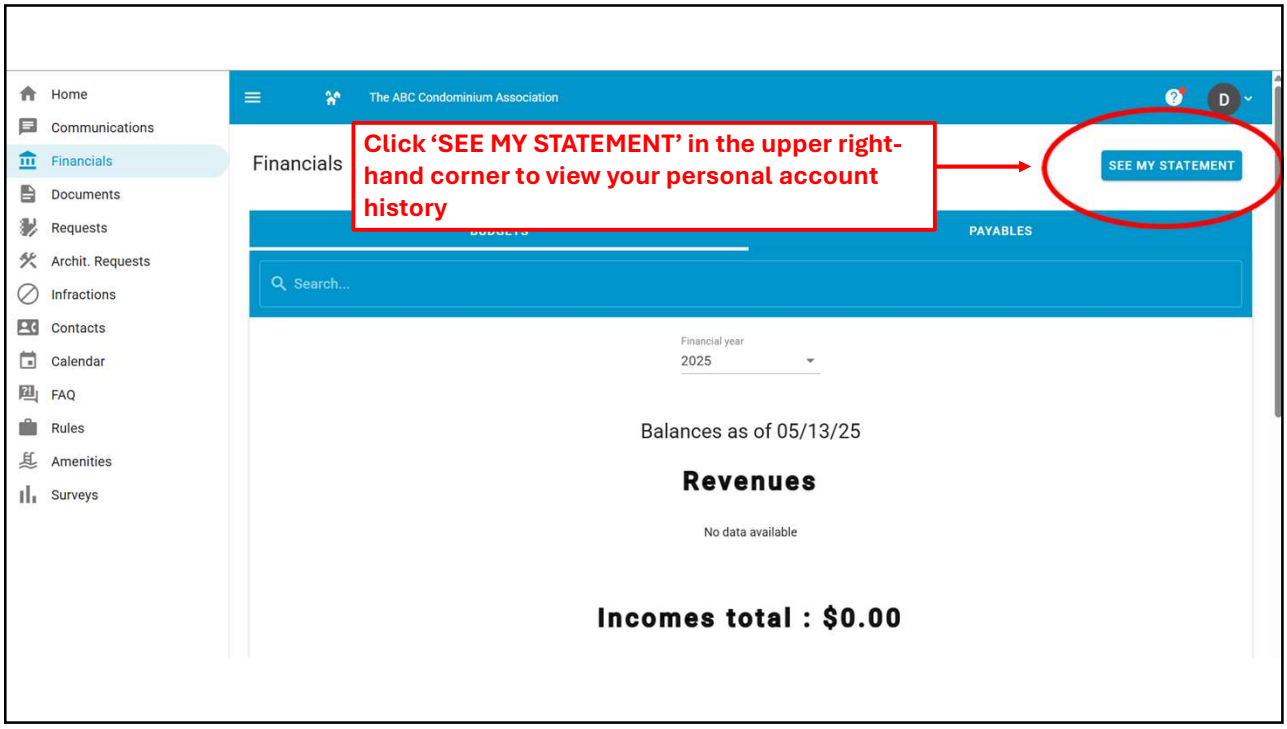
Surveys
The ABC Condominium Association
You have access to the communities' financials and your personal account statement by selecting the 'Financials" tab

11


Home
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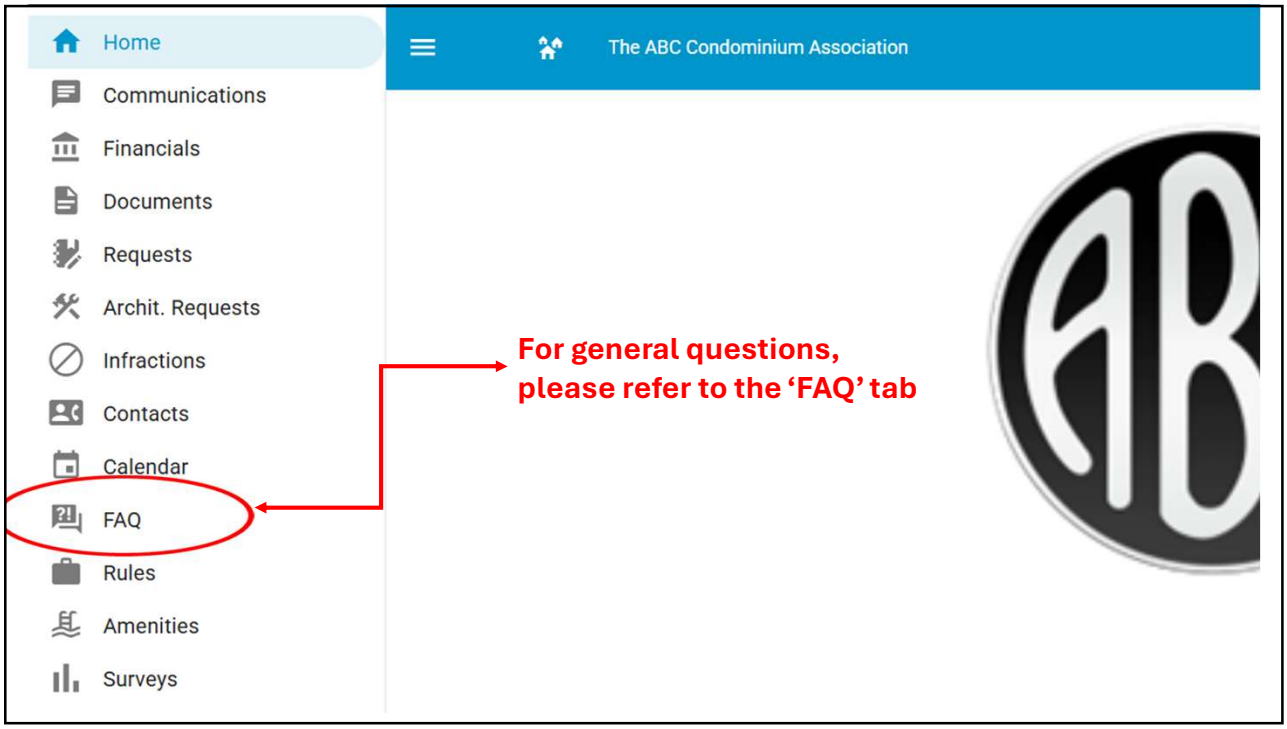
The ABC Condominium Association
Financials
Click 'SEE MY STATEMENT' in the upper right-hand corner to view your personal account history
SEE MY STATEMENT
PAYABLES
Search...
Financial year
2025
Balances as of 05/13/25
Revenues
No data available
Incomes total : $0.00

12


Home
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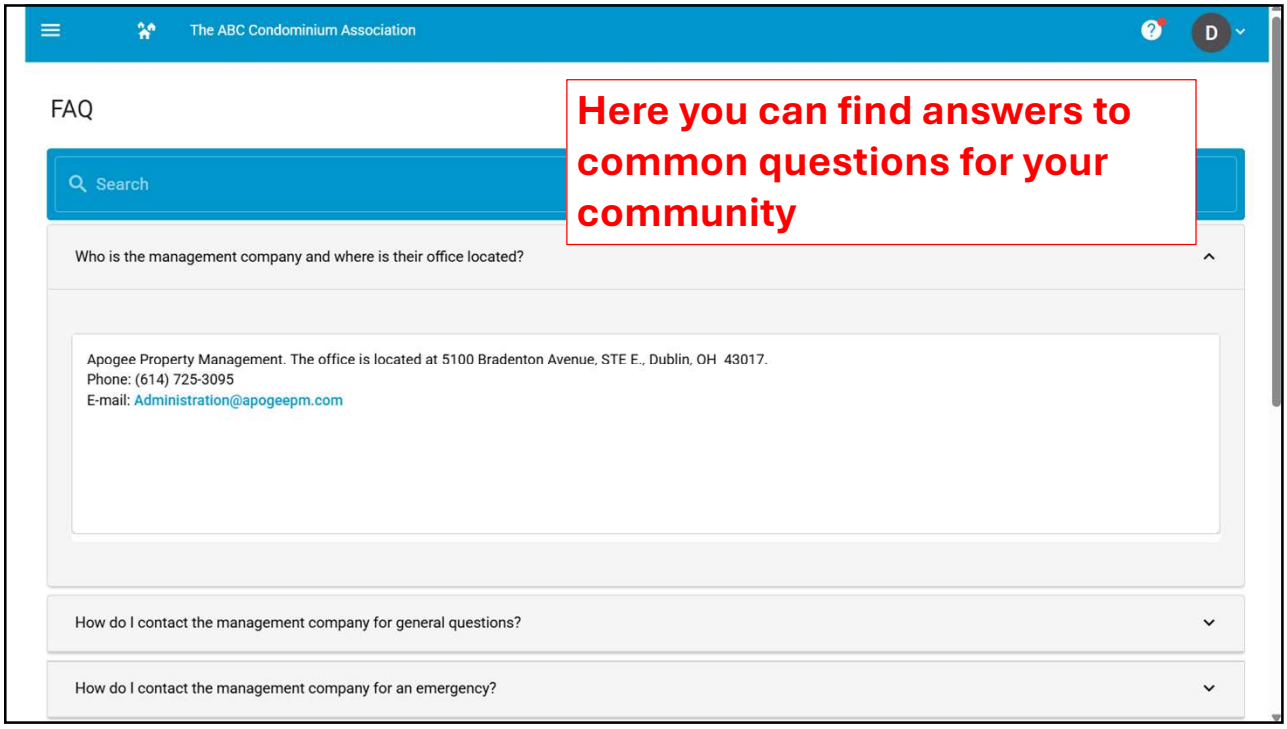
The ABC Condominium Association
For general questions,
please refer to the 'FAQ' tab

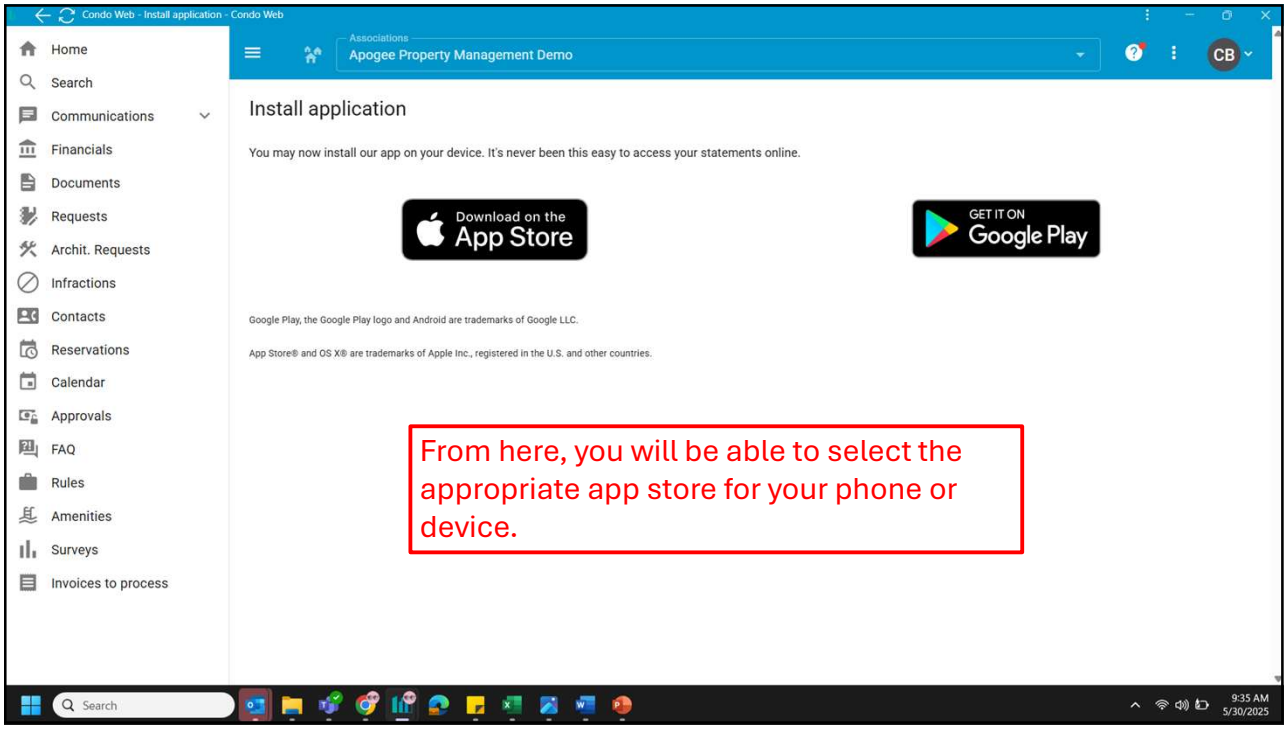
13


The ABC Condominium Association
D
FAQ
Here you can find answers to common questions for your community
Search
Who is the management company and where is their office located?
Apogee Property Management. The office is located at 5100 Bradenton Avenue, STE E., Dublin, OH 43017.
Phone: (614) 725-3095
E-mail: Administration@apogeepm.com
How do I contact the management company for general questions?
How do I contact the management company for an emergency?

14

Associations
Apogee Property Management Demo
CB
Help
New features
Suggestions
Terms
About
Install application
Refresh page
To download the app on your phone, click the question mark in the top right corner and then click 'Install Application'
board

15


Condo Web - Install application - Condo Web
Home
Search
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Financials
Documents
Requests
Archit. Requests
Infractions
Contacts
Reservations
Calendar
Approvals
FAQ
Rules
Amenities
Surveys
Invoices to process
Associations
Apogee Property Management Demo
CB
Install application
You may now install our app on your device. It's never been this easy to access your statements online.
Download on the App Store
GET IT ON Google Play
Google Play, the Google Play logo and Android are trademarks of Google LLC.
App Store® and OS X® are trademarks of Apple Inc., registered in the U.S. and other countries.
From here, you will be able to select the appropriate app store for your phone or device.
Search
9:35 AM
5/30/2025

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