



# CCMC Web Portal User Profile

We're committed to building relationships by bringing people together in the neighborhoods where they live and in the offices where we work. Please help by updating your contact information with us directly through the web portal!

Visit the webpage at <https://vmsweb.ccmnet.com>. Log in with your issued username and password.



Changes made to your User Profile information will be updated automatically. \*\*Please note, changes made to mailing address after statement file generation will not take effect until the next mailing period\*\*

**User Profile:** Will open up data on the far right of your screen

**Password:** There are no limits or restrictions on passwords.

Select Edit tab to open

Resident: Property Summary   Resident: Account View   Resident: User Profile X

Edit   Password   Edit

First Name	Last Name	Type	Contact Number
*New Resident	Test		

No data to display

User Information

First Name: \*New Resident   Last Name: Test

Type: Billing and Mailing

Address 1: Miscellaneous

Address 2:

City:

State:   Zip Code:

Secret Phrase: c8Uhwpevw

Notification Preference

Email:

Electronic Notification Option

**Address 1:** Enter the mailing address you wish correspondence to be directed to

**Phone:** the initial number must be entered by management company to allow for edit

**Email:** Type the email addresses you wish to be on file. (Example: you@gmail.com)