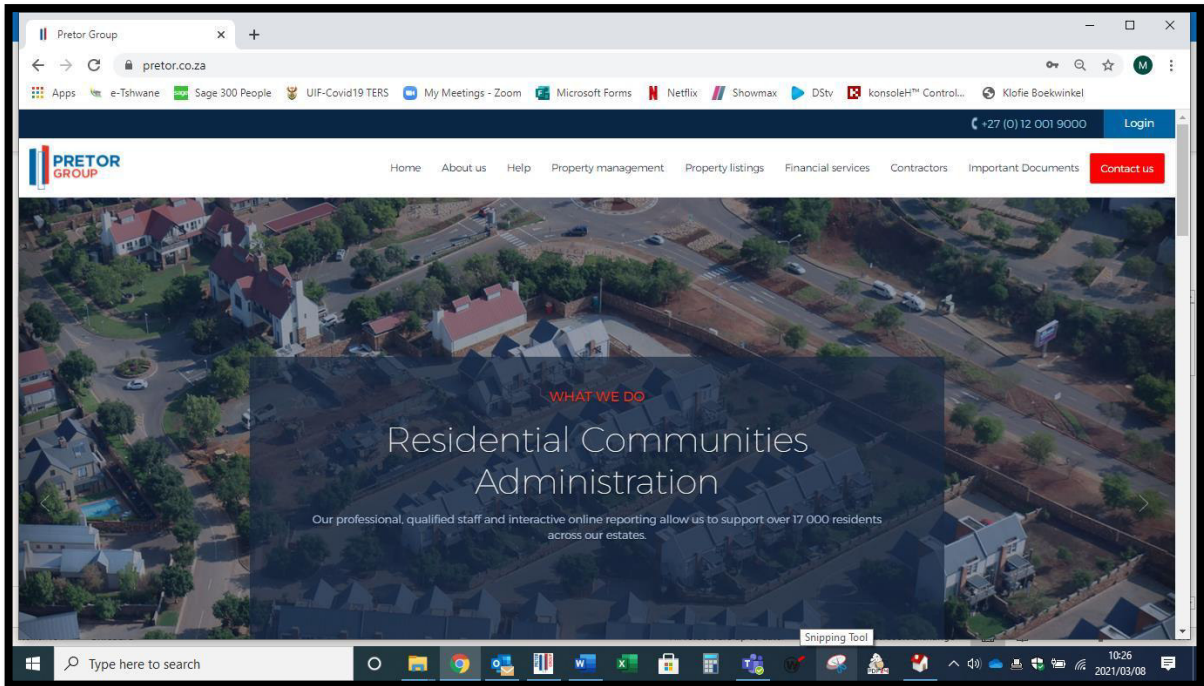


PRETOR // ONLINE PORTAL

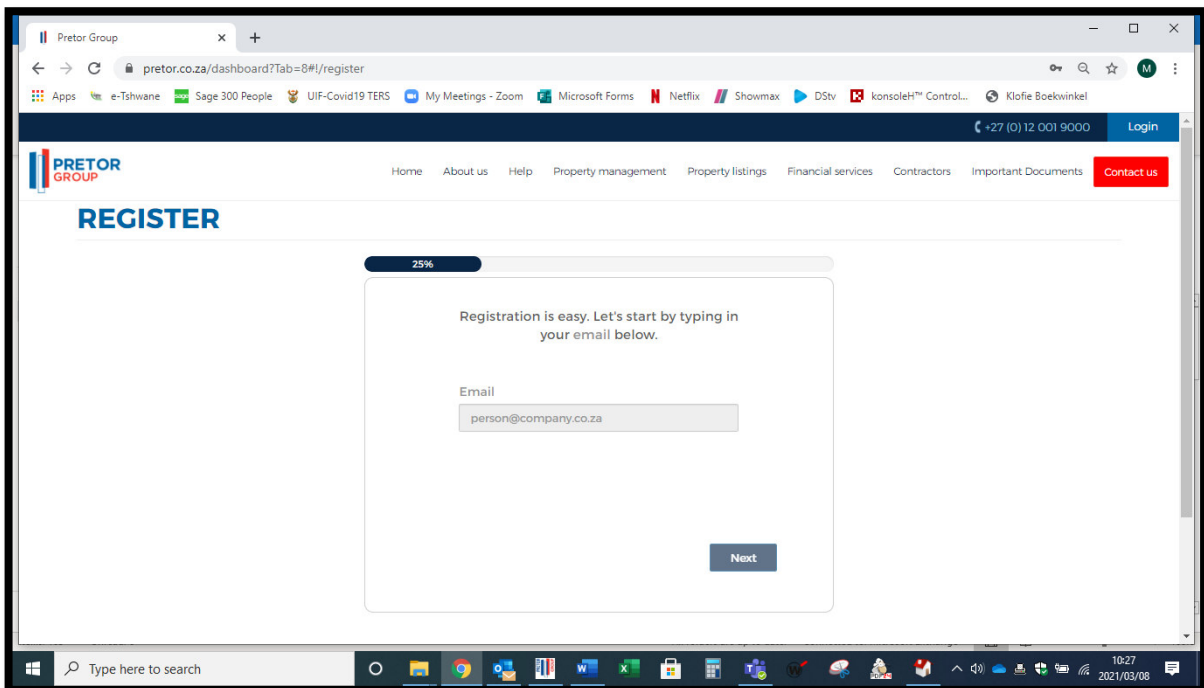
TRUSTEE & DIRECTOR PORTAL

1. VISIT WEBSITE:

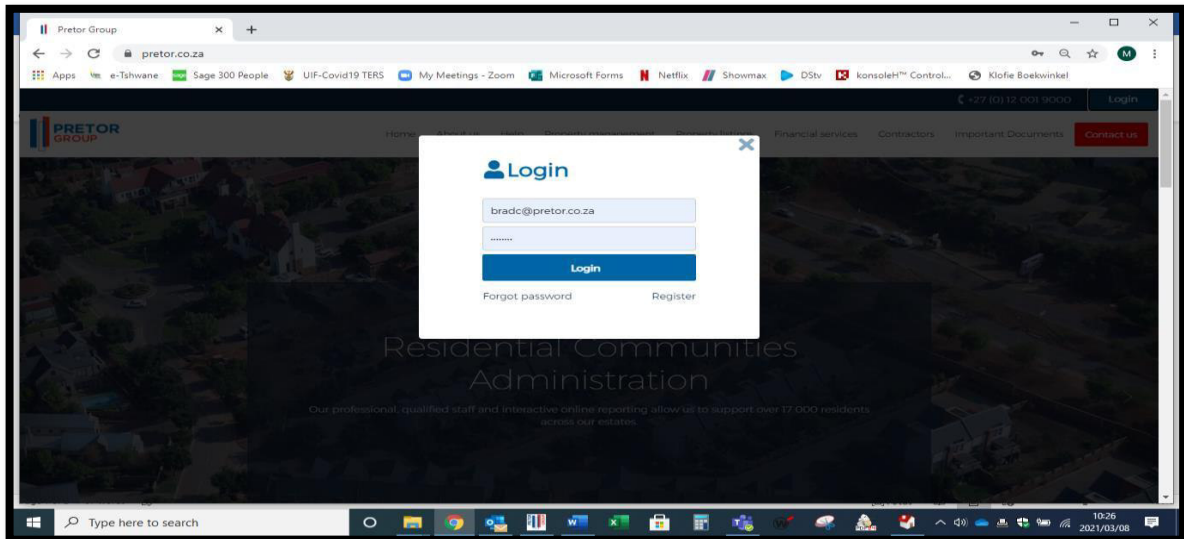
- www.pretor.co.za



2. REGISTER:



3. LOG-IN:

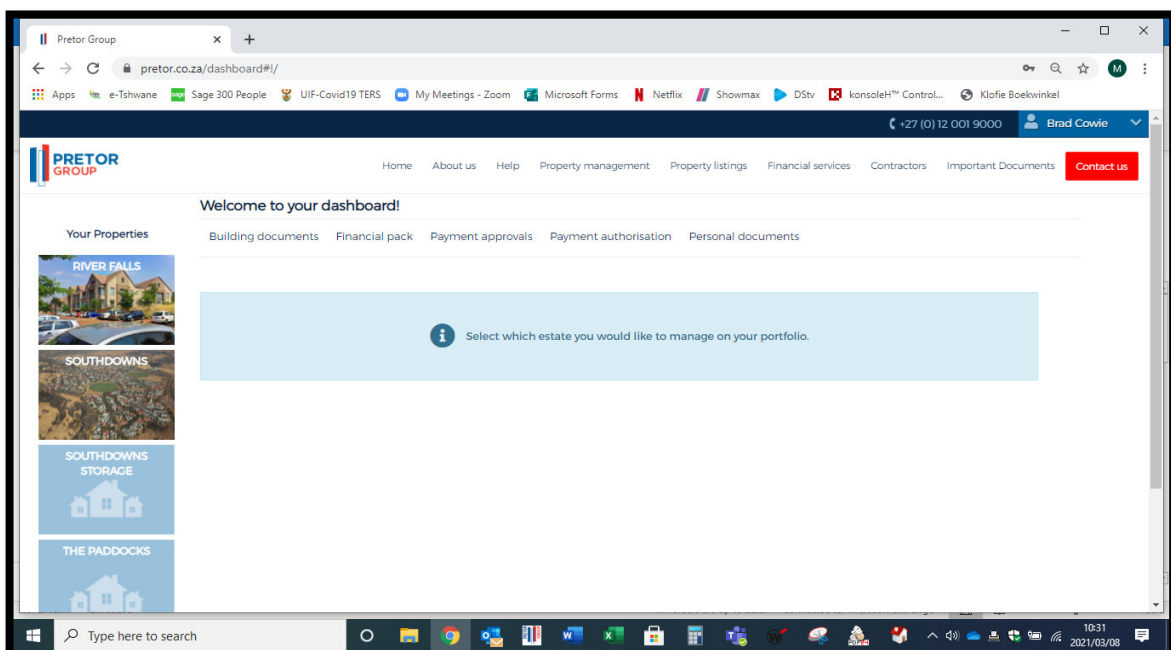


4. CLICK ON LINK:



5. FUNCTIONS:

- Your Properties



- BUILDING DOCUMENTS
 - Update Documents Management.
 - Set Document Restrictions.
- FINANCIAL PACK

The screenshot shows the 'Financial Summary' page for 'THE PADDOCKS'. At the top, there are dropdown menus for 'Selected Year: 2021 (Nov 20 - Oct 21)' and 'Selected Month: March 2021'. Below these are six folder icons representing different financial reports: 'Cashflow to Budget Report Mar 2021', 'Levy Roll Mar 2021', 'Income Statement 2021', 'Balance Sheet 2021', 'Contractors Roll Mar 2021', and 'Previous Financial Documents Mar 2021'. A note at the bottom states: 'Please take note, the financials for Mar 2021 has not yet been finalised.'

- Cashflow.
- Levy Roll.
- Income Statement.
- Balance Sheet.
- Contractors Roll.
- Previous Financial Documents.

- PAYMENT APPROVALS

The screenshot shows the 'Payment Approvals' page for 'THE PADDOCKS'. The navigation bar includes 'Building documents', 'Financial pack', 'Payment approvals' (which is underlined), 'Payment authorisation', and 'Personal documents'. Below the navigation, there are tabs for 'New' (with a red notification icon) and 'History'. A blue button labeled 'APPROVE ALL' is visible on the right. The main content area displays the message: 'No payments requiring action.'

- New.
- History.

- PAYMENT AUTHORIZATIONS

The screenshot shows the 'Payment Authorisation' page for 'THE PADDOCKS'. The navigation bar includes 'Building documents', 'Financial pack', 'Payment approvals', 'Payment authorisation' (which is underlined), and 'Personal documents'. The main heading is 'Payment Bands and Contractual Payments Authorisation'. There are two main sections:

1. 'PAYMENT AUTHORISATIONS' with a sub-section 'EXPENSES REQUIRING APPROVAL' and 'DISCRETIONARY APPROVERS (ANY 2): BRAD COWIE OR JANINE OOSTHUIZEN OR JOHANN HENNING OR PAUL MARSH'.

2. 'MONTHLY CONTRACTUAL PAYMENTS' with a 'BULK APPROVE' button and a table entry:

<input type="checkbox"/>	SUPPLIERS/FROM SERVEST LANDSCAPING	ACCOUNT GARDEN SERVICE (62100)	AMOUNT R 7,500.00	QUERY	CANCEL APPROVAL
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- Payment Band.
- Monthly Contractual Payments.

- PERSONAL DOCUMENTS

- View monthly statements.
 - View all relevant communication to the specific unit / stand.
 - Welcome letters.
 - Contravention letters.
-