

REQUEST FOR ORDERING A REPLACEMENT/SECONDARY POOL KEY:

Step 1: Log into AIO account portal- the same way you pay annual dues.

<https://allinone.vmsclientonline.com/Mobile/mLogin.aspx?aspxerrorpath=/resident.aspx>

Step 2: Enter your AIO Account Number and other required fields. If you don't have that, contact AIO at info@allinonemgmt.com; call AIO at (678) 363-6479

AIO Acct Number: XXXXX

Mgmt Co ID: 6597

Assoc ID: HAM

Step 3: Choose the 1-time check payment so it doesn't charge you a payment fee.

Step 4: Pay \$25 per card ordered. No more than 2 keys can be active for a household.

Once you have completed your payment, you will immediately receive a confirmation notice via email.

Step 5: Forward the confirmation email to poolkey@allinonemgmt.com, as receipt for payment, along with your name, address, and request for either replacement OR secondary key. Be sure to specify which one so they don't shut off the original card if you are only ordering a second card.

Once paid and ordered, AIO can mail your new pool key or have it available for pickup at their office.