



**SPL**  
Property  
Management



## Welcome to the MyBlockman Portal!

MyBlockman provides secure logins and information for leaseholders.

MyBlockman is an online area for leaseholders to securely view their service charge and ground rent accounts online. Once online, you can:

- View service charge and ground rent history,
- Download account demands & reminders,
- Download important documents such as audited accounts, budgets, and insurance documents,
- View announcements,
- And much more...

# Logging In

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To use the portal, you will need to provide your e-mail address to our office. Once we have added your email to the system, you will receive an email within 24hrs that includes an activation link. Click this to activate your account. Once your account has been activated, go to:

<https://spl.myblockman.co.uk/login>

You will see this screen:

**SPL**  
Property  
Management

SPL Property Management LLP  
1 Lorne Park House  
1 Lorne Park Road  
Bourne, Norfolk  
PE10 1TH  
01202 555560  
[info@splmanagement.co.uk](mailto:info@splmanagement.co.uk)  
[Agent's Website](#)

### Login to your account

Email Address:

Password:

[Forgot your password?](#)

If you have any queries concerning your account please contact SPL Property Management LLP at 01202 555560 or [info@splmanagement.co.uk](mailto:info@splmanagement.co.uk)

(Make sure you log in using the same email you received the activation link from!)

**IMPORTANT:** ensure that [webportal@myblockman.co.uk](mailto:webportal@myblockman.co.uk) is in your safe senders list so that notifications don't end up in your junk mail

The first time you login you will see this screen. You will need to read the terms and conditions and then click "I Agree" in order to use this portal.

### My Account - Terms And Conditions

#### MyBlockMan Terms of Service

You must agree to our Terms and Conditions before you can continue.

**Welcome to MyBlockMan !**

1. By using our Services, you are agreeing to these terms. Please read them carefully.
2. The content of the pages of this website is for your general information and use only. It is subject to change without notice.
3. We provide our Services using a commercially reasonable level of skill and care and we hope that you will enjoy using them. But there are certain things that we don't promise about our Services. We provide the Services "as is". Neither the service providers involved in the delivery of this service, nor any third parties provide any warranty or guarantee as to the availability of service or the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
4. Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
5. This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
6. All trade marks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.

The first main screen shows you the name and address of your property, how many units you own, the financial year start, and allow you to navigate using the tabs.

Home > 1 Test Block

### 1 Test Block

<b>Management Company Name</b>	<b>Number of Units</b>	
Landlord: Mr Landlord	6	
<b>Block Address</b>	<b>Financial Year Start</b>	
Test Block	1st Jan 2018	

**Manager**

**Your Properties**

- Flat 1

Announcements   Secretarial Info   Block Documents   AGMs & EGMs   Other Documents

**Last Updated: 5th Jan 2017**

Service Charge Account Details - Natwest - Test Block Client Account - Sort Code: 00-00-00 - Account number: 00000000

Please include your tenant reference when making any payment to ensure that this is correctly allocated

26.10.16

We have been advised that residents are failing to use the refuse bins correctly. This results in additional costs to the service charge for cleaning contaminated bins. Please ensure that any occupants of your property are aware of the refuse and recycling regulations. Should you require any further information please contact our office.

*Announcements:* immediate notifications for your block

*Secretarial Info:* details about the residential management company (if applicable)

*Block Documents:* insurance, service level agreements, GDPR notice, current budget, most recent service charge accounts

*AGM & EGMs:* **NOT ACTIVE**

*Other Documents:* annual general minutes (if any), fire risk and health and safety reports, other relevant documents

## My Account

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“My Account Settings” can be used for changing you password, updating your contact preference, and granting 3rd party access. (see next page for screen)

Granting 3rd party access means authorising a second person (for example a partner) to see your account on MyBlockman. Please note that only the main user will receive correspondence and notifications.

Home My Account Settings Logout

### My Account Settings

**Account Access**

Login:

Change Password

**Contact Preferences**

Email me when there is any new information concerning my properties.

Update Contact Preferences

**Granted 3rd Party Access**

Add New 3rd Party

# How To Check Service Charge

First, click your property to see your service charge history and what is owing/credited on your account.

Home > 1 Test Block

## 1 Test Block

<b>Management Company Name</b>	<b>Number of Units</b>
Landlord: Mr Landlord	6
<b>Block Address</b>	<b>Financial Year Start</b>
Test Block	1st Jan 2018
<b>Manager</b>	

**Your Properties**

- Flat 1

**Announcements** | **Secretarial Info** | **Block Documents** | **AGMs & EGMs** | **Other Documents**

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We have been advised that residents are failing to use the refuse bins correctly. This results in additional costs to the service charge for clearing contaminated bins. Please ensure that any occupants of your property are aware of the refuse and recycling regulations. Should you require any further information please contact our office.

After clicking your property, this screen will pop up, showing details about the property and account. If you require any of your details to be changed (i.e. an email or correspondence address) you will need to put this in writing for the attention of SPL as you will not be able to through MyBlockman.

Home > 1 Test Block > Flat 1

## 1 Test Block - Flat 1

<b>Owner's Name</b>	<b>Owner's Email</b>	<b>Owner's Phone</b>	<b>Owner's Address (resident)</b>
<b>Lease Date</b>	<b>Unit Description</b>	<b>Car Space</b>	<b>Amount Due</b>
	Apartment pb		Service Charge: £6,486.30 Ground Rent: £675.00
<b>Interested Parties</b>			

**Emergency Contact Details** | **Service Charge History** | **Lease Schedules** | **Ground Rent**


<b>Key Holder 1</b>	<b>Key Holder 2</b>	<b>Alarm Company</b>
Not Specified	Not Specified	Not Specified
<b>Head Tenant</b>	<b>Other Tenant(s)</b>	<b>Tenant Lease Date</b>
Not Specified	Not Specified	Not Specified
<b>Other Contact Information</b>		

The “Service Charge History” tab shows you... well the service charge history. If you wish to download the reports, click either the PDF or CSV (for and Excel sheet) buttons under the “Download Report” column.


**1 Test Block - Flat 1**

<b>Owner's Name</b>	<b>Owner's Email</b>	<b>Owner's Phone</b>	<b>Owner's Address (resident)</b>
<b>Lease Date</b>	<b>Unit Description</b> Apartment 100	<b>Car Space</b>	<b>Amount Due</b> Service Charge: £6,486.30 Ground Rent: £675.00
<b>Interested Parties</b>			
<a href="#">Emergency Contact Details</a>	<a href="#">Service Charge History</a>	<a href="#">Lease Schedules</a>	<a href="#">Ground Rent</a>

**Download Service Charge History**




**Download**  
As PDF File (Adobe Reader)



**Download**  
As CSV File (Spreadsheet)

Payments are subject to examination, verification and funds clearance and are up-to-date with the last bank statement received.

Financial Period	Statement Number	Date	Description	Debit	Credit	Balance	Download Report
	28	05-Mar-2018	Debt Collection: Late Payment Fee	£60.00		£6,486.30	
	28	02-Jan-2018	By Credit Transfer: Reversal	£0.30		£6,426.30	
	27	18-Dec-2017	Balance Forward From Previous Owner	£6,426.00		£6,426.00	

# Forgot Your Password?

To use the portal, you will need to provide your e-mail address to our office. Once we have added your email to the system, you will receive an email within 24hrs that includes an activation link. Click this to activate your account. Once your account has been activated, go to:

<https://spl.myblockman.co.uk/login>

You will see this screen:

**SPL Property Management**  
SPL Property Management LLP  
1 Lorne Park House  
1 Lorne Park Road  
Dorchester  
BH1 1JL  
01202 555560  
[info@splmanagement.co.uk](mailto:info@splmanagement.co.uk)  
[Agent's Website](#)

**Login to your account**

Email Address:

Password:

[Forgot your password?](#)

If you have any queries concerning your account please contact SPL Property Management LLP at 01202 555560 or [info@splmanagement.co.uk](mailto:info@splmanagement.co.uk).

Click this button which will take you to the next screen.

Enter your registered email here to receive a reset my password link.

**Reset My Password**

Enter Email Address

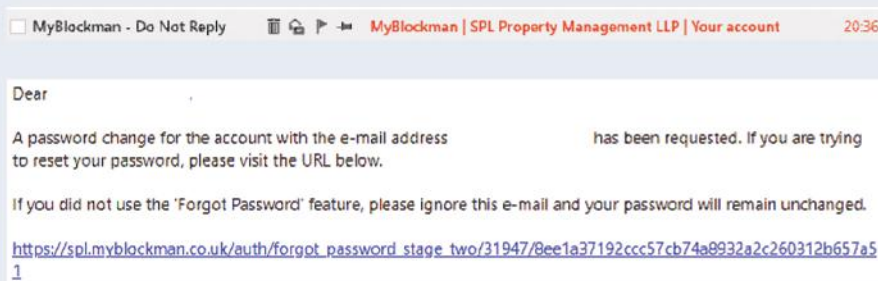
Enter Your Email Address:

[Cancel Reset Password?](#)

You will see this screen which just confirms that a link has been sent to your email with instruction on how to continue. Please be aware it may take several minutes for you to receive an activation link.



The email may look something like this:



You must click the URL link to reset your password.



This is the last stage of resetting your password (the nightmare is nearly over). Just create a new password, make a mental note and then click “Change Password”.

**Enter New Password**

**A Password should contain:**

- at least 7 characters
- combination of upper and lower case letters
- combination of numbers
- combination of special characters (!@#\$%^&\*()\_+ -= : ; @ ~ # < , . > ?)

**Enter New Password:**

**Password Strength:** Please enter Password


**Confirm New Password:**

[Change Password](#) [Cancel Change Password?](#)

(Please note that it is not a requirement to contain all 4 bullet points, however it is advised for your security).

Once you click "Change Password" you will be taken back to this screen, and you are good to go about your exploring.

The screenshot displays the MyBlockman user interface. At the top, there are navigation links: Home, My Account Settings, and Logout. Below this, the breadcrumb trail shows Home > 1 Test Block. The main heading is "1 Test Block".

<b>Management Company Name</b> Landlord: Mr Landlord	<b>Number of Units</b> 6	
<b>Block Address</b> Test Block	<b>Financial Year Start</b> 1st Jan 2018	
<b>Manager</b>		

Below the table is a horizontal menu with the following items: Announcements, Secretarial Info, Block Documents, AGMs & CGMs, and Client Documents.

**Last Updated: 5th Jan 2017**

Service Charge Account Details - Natwest - Test Block Client Account - Sort Code: 00-00-00 - Account number: 00000000

Please include your tenant reference when making any payment to ensure that this is correctly allocated

On the right side, under the heading "Your Properties", there is a dropdown menu showing "Flat 1".

If you have any further queries on how to use MyBlockman, please contact:

[info@splmanagement.co.uk](mailto:info@splmanagement.co.uk)

This guide was made by our apprentice as part of her course. If you wish to leave feedback on this guide, she would be most grateful.

To leave feedback please email:

[leah@splmanagement.co.uk](mailto:leah@splmanagement.co.uk)

**Thank you for reading the  
MyBlockman online portal guide!**

