

Instructions To Access Internet Statements

Each owner can now **download** their monthly owner statement off the WMS website. The statements will be available for viewing beginning the 21st of each month and remain online until the 15th of the next month.

Access “Internet Statements”:

- 1). Access the WMS website at www.wmsdc.com.
- 2). Click on “Owners” at the top of the page.
- 3). Click on “Internet Statements”
- 4). Click on “Internet Statements Log-on” (this will bring up the log-on screen)
- 5). Enter your e-mail address and password and click “Log on”.

Note: The first time you access “Internet Statements” you will need to set up your access account.

Establish Account Access:

- 1). Click on the icon to establish the access account.
- 2). Enter your e-mail address. (The access e-mail address has been programmed by WMS)
- 3). Enter a password. (write down your password for future reference)
- 4). The property manager ID (pmid) DC and Virginia properties **101938DC**
Maryland properties **102041MD**
Note: the DC and MD must be capitalized
- 5). Click the “save” button.
- 6). Click “create account” button if everything is correct.
- 7). Website will display the e-mail address and password. If correct, click on “log on” above.
- 8). This will bring up the owner menu. Click on **view statements** to display your owner statement.

Troubleshooting: There are a few exceptions to the PMID rule. If you are unable to establish your account try entering the other PMID. If this does not work, enter a different e-mail address. If this fails, e-mail WMS to see which e-mail address is programmed into the system.

Log-Off

Be sure to log off when you finish viewing and/or printing your statement. To log off, return to the owner menu. If you have any problems, or you want to use a different e-mail address than the one we programmed, let us know, and we can update your information.