# How to log in, and what to do if you forget your password:

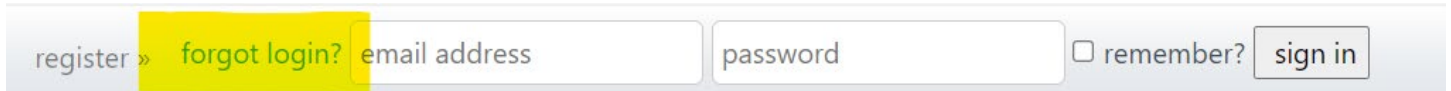1. In the top right corner, there are two buttons: "register" and "login". If you do not have an account, click the "register" button and sign up. If you have an account, click the "login" button.
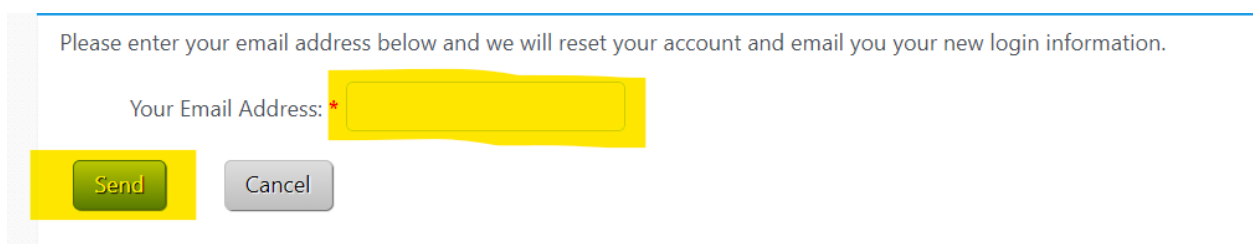
   register » login »

2. After clicking the "login" button, enter your e-mail address and your password. Check the box if you want the system to remember your login information. Next, click the "sign in" button.

   register » forgot login? email address   password   ☐ remember? sign in
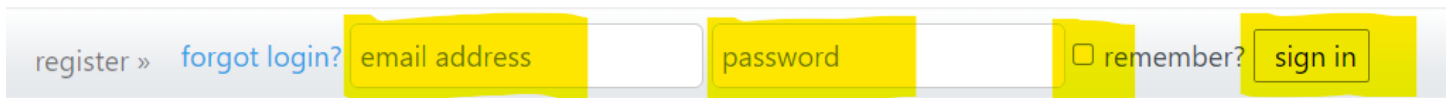
3. If you forgot your password, click the "forgot login?" button.

   register » forgot login? email address   password   ☐ remember? sign in

4. After clicking the "forgot login?" button, enter your e-mail address and click the "Send" button.

   Please enter your email address below and we will reset your account and email you your new login information.
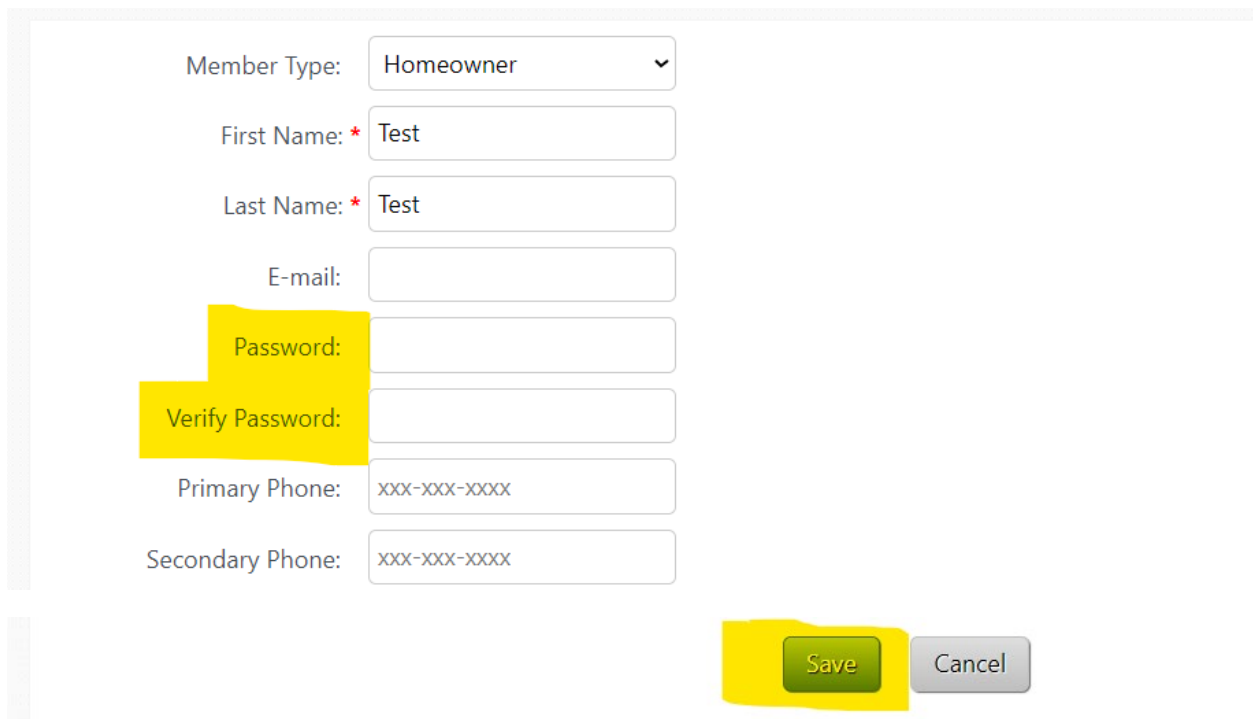
   Your Email Address: *

   Send   Cancel

5. Open the e-mail that is sent to you that refers to "Account Access Codes". This e-mail contains your new password that you can use to log in with. After you log in with this new password, you can change your password to one of your choosing if you wish. Please see the instructions on how to change your password if you wish to do this.

How to change your password:

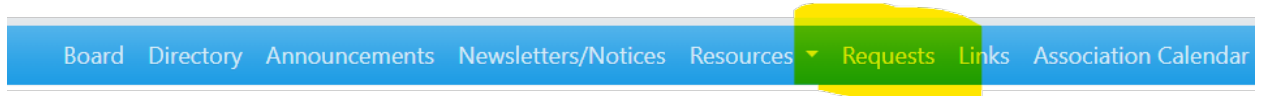1. In the top right corner, you click on the "My Settings" button.

logout | My Home | My Settings

2. Put in your password and verify it. Change anything else that needs to be updated, and then click the "Save" button.

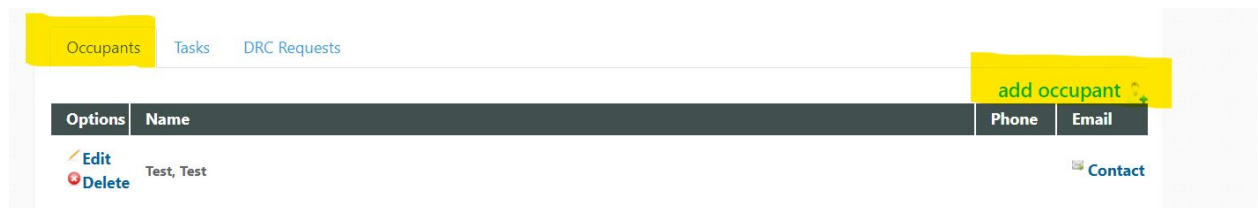Member Type: Homeowner

First Name: * Test

Last Name: * Test

E-mail:

Password:

Verify Password:

Primary Phone: xxx-xxx-xxxx

Secondary Phone: xxx-xxx-xxxx

Save   Cancel

How to add an occupant to your account:

1. First, click on the "Requests" tab

| Board | Directory | Announcements | Newsletters/Notices | Resources ▾ | Requests | Links | Association Calendar |

2. Next, you will click on the "Occupants" tab, and then you will click on the "add occupant" button.

	Occupants	Tasks	DRC Requests		
					add occupant
Options	Name			Phone	Email
Edit Delete	Test, Test				Contact

3. Finally, you will select the "member type", enter the information, and click the "Save" button.

Member Type:	Homeowner
First Name: *	
Last Name: *	
E-mail:	
Password:	
Verify Password:	
Primary Phone:	xxx-xxx-xxxx
Secondary Phone:	xxx-xxx-xxxx

Save   Cancel

How to submit an Architectural Committee request if you wish to make an improvement to your property that requires approval:
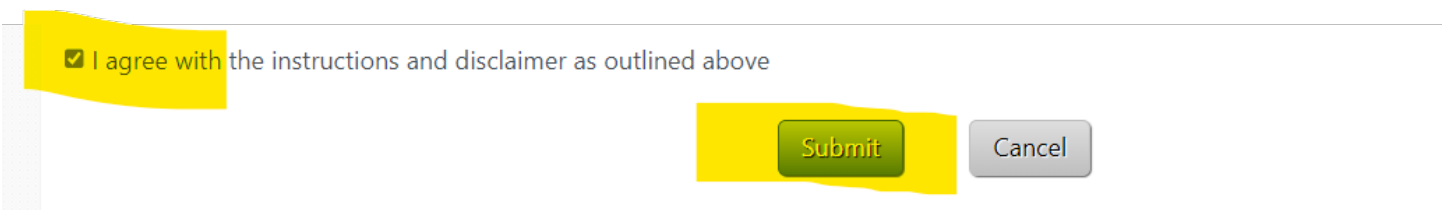
1. First, click on the "Requests" tab

| Board | Directory | Announcements | Newsletters/Notices | Resources ▾ | Requests | Links | Association Calendar |
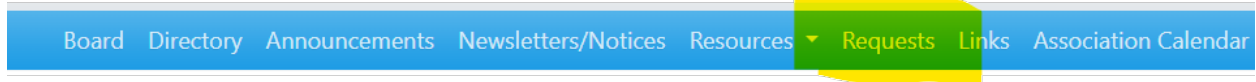
2. Next, you will see three possible tabs. "Occupants", "Tasks", and a third tab for Architectural Committee requests (it could be labeled "DRC Request", "ARC Request", "Improvements", or something similar depending on the association). Click on this tab.

Occupants   Tasks   DRC Requests

New DRC Request 🔧

3. Next, you will click on the button that says "New DRC Request" or "New Improvement", or something similar depending on the association.

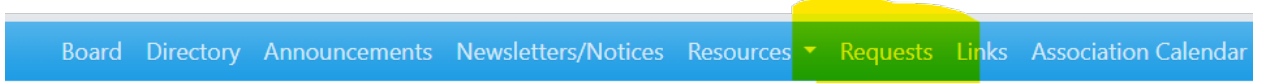Occupants   Tasks   DRC Requests

New DRC Request 🔧

4. Finally, fill out the information, agree to the disclaimer, and then click the green "Submit" button.

☑ I agree with the instructions and disclaimer as outlined above

Submit   Cancel

How to submit a task:

1. First, click on the "Requests" tab

2. Next, you will click on the "Tasks" tab. This is the tab you will use if you are putting in a maintenance request, or want to report something to management. If you want to put in an Architectural Committee request for an improvement you want to make to your property that requires approval, this should instead be done under the tab that says something like "DRC Request", "ARC Request", or "Improvements" depending on your association.

3. Finally, you will enter the information regarding the task and then click the "Submit" button.