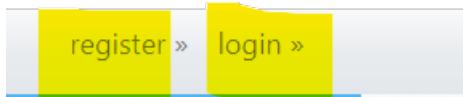
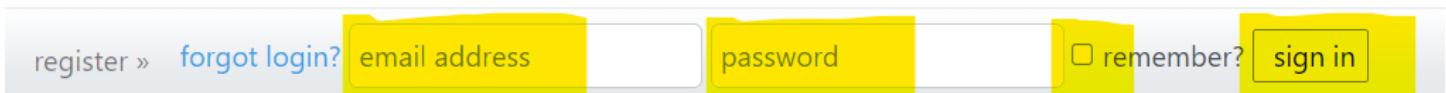


## How to log in, and what to do if you forget your password:

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.



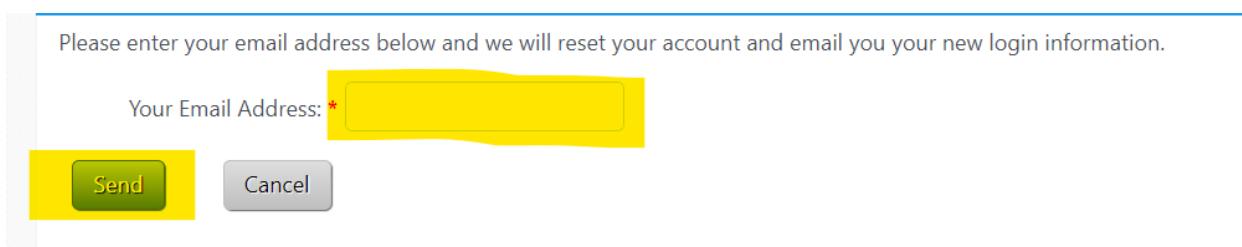
2. After clicking the “login” button, enter your e-mail address and your password. Check the box if you want the system to remember your login information. Next, click the “sign in” button.



3. If you forgot your password, click the “forgot login?” button.



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



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.



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

Member Type:

First Name: \*

Last Name: \*

E-mail:

Password:

Verify Password:

Primary Phone:

Secondary Phone:

# How to add an occupant to your account:

1. First, click on the “Requests” tab



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



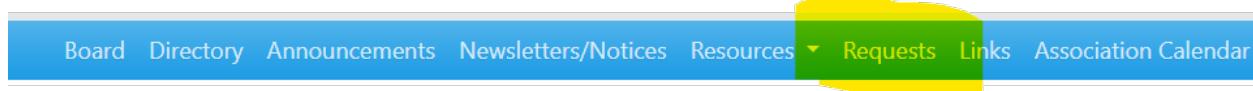
3. Finally, you will select the “member type”, enter their first name, the last name, **their e-mail, and a password for them**, and then hit the “Save” button. This will then send the new user a link, and they will need to confirm their e-mail by clicking on this link before they can receive announcements.

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

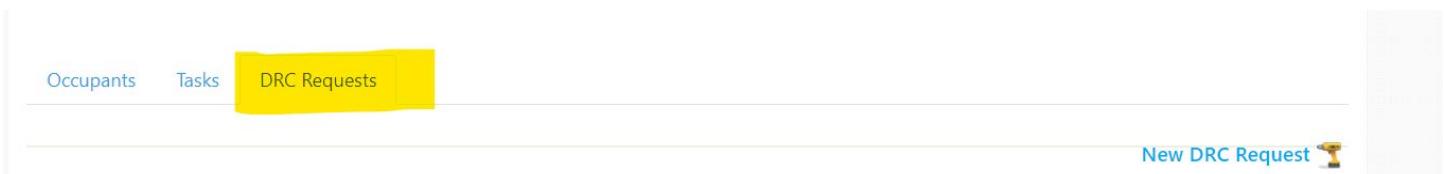
**Save** **Cancel**

# 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



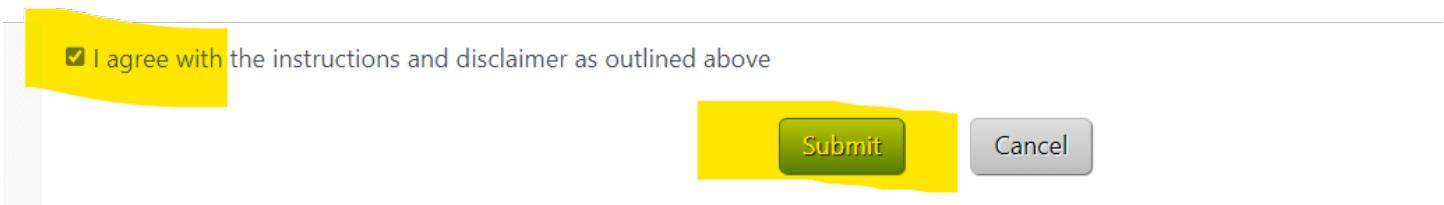
2. Next, you will see three possible tabs. “Occupants”, “Tasks”, and a third tab for Architectural Committee requests (it could be labeled “DRC Request”, “ARC Request”, “Improvements”, or something similar depending on the association). Click on this tab.



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

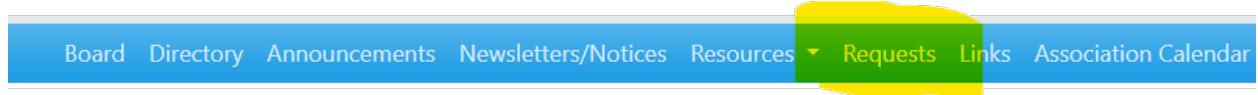


4. Finally, fill out the information, agree to the disclaimer, and then click the green “Submit” button.



## 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.

### Step 3: Attachment

If you have supporting information you can attach it to the task.

[new attachment](#)

