

HASH 



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Edit Profile

Change Password

Change User Name

Personal

From the personal tab you can modify your profile to suit your needs

Edit Profile

Your login user name – you cannot amend this from here you need to click on “Change User Name”. The default at the time of set-up is FirstnameLastname

Your first name

Your last name

Your current email address

First line of your address

Balance of address (excluding city, state an zip)

City

State

Zip

Country

Telephone

If you wish to receive the HOA Newsletter via email default this to “Yes”

By clicking on ‘Change’ you can update your email address. For security purposes your old address MUST Still be active. A confirmation link will be emailed to your current email address and the change will not take place until you have confirmed the change via that link! If your current email address is no longer functioning you will have to contact your HOA admin Department.

Edit your profile

Please note - we do not retain credit card details on this server, but to facilitate quick online transactions it will assist if the address details below are for the BILLING address as used by your credit card supplier! The State and City should be in full with a leading capital letter (Nevada - not NV nevada or NEVADA). Please format Telephone as xxx-xxxx-xxx

User Name:

First Name:

Surname:

Email address: [Change](#)

Address (Line1):

Address (Bal):

City:

Sta:

Zip/Postcode:

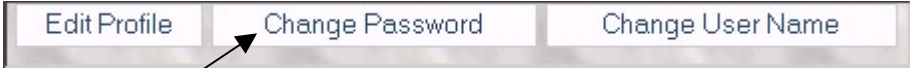
Country:

Telephone:

Newsletter:

[Update](#)

Click to save your changes



Change password

When your account was set up a default random
Eight character password was created by the system.

If you find that doesn't suit your needs you can change
This to a more memorable one using this form

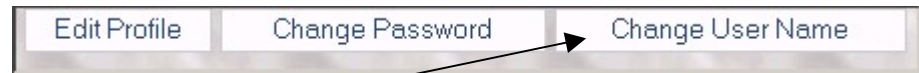
Enter your CURRENT password

Enter you NEW password

Repeat your NEW password

Click 'Submit' to change

A form titled "Change your password" with a blue header. It contains three input fields: "Current Password:", "New Password:", and "Repeat New Password:". Below the fields is a question mark icon and a "Submit" button. Arrows from the text on the left point to each of these elements.



Change User Name

The default user name used at the time of set-up is Firstnamelastname, So John Smith will be JohnSmith – If a John Smith already exists then JohnSmith001 will be used (of JohnSmith002 if that is taken)

User names **MUST** be unique! If you wish to change your existing Login Name this can be achieved from here

Fill in the name you wish to use and click 'Check Availability' the system will check to see if your choice is unique, or if it already exists. If the name you choose doesn't exist already you will be prompted to save your choice. If, however, it does you will be given an alternative (JohnBadBoy to JohnBadBoy001) – you can either select the alternative given to you or choose another user name. You can check the availability of as many user names as you want until you are happy with one.

Change your User Name

Choose new User Name

Check Availability