



## **Board Member Account Access**

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2021 Version

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Congratulations! As a board member, you now get special privileges when creating an account on our online portal! This document will help you from start to finish.

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## **To Setup a New Account:**

Step 1: Visit your community's website.

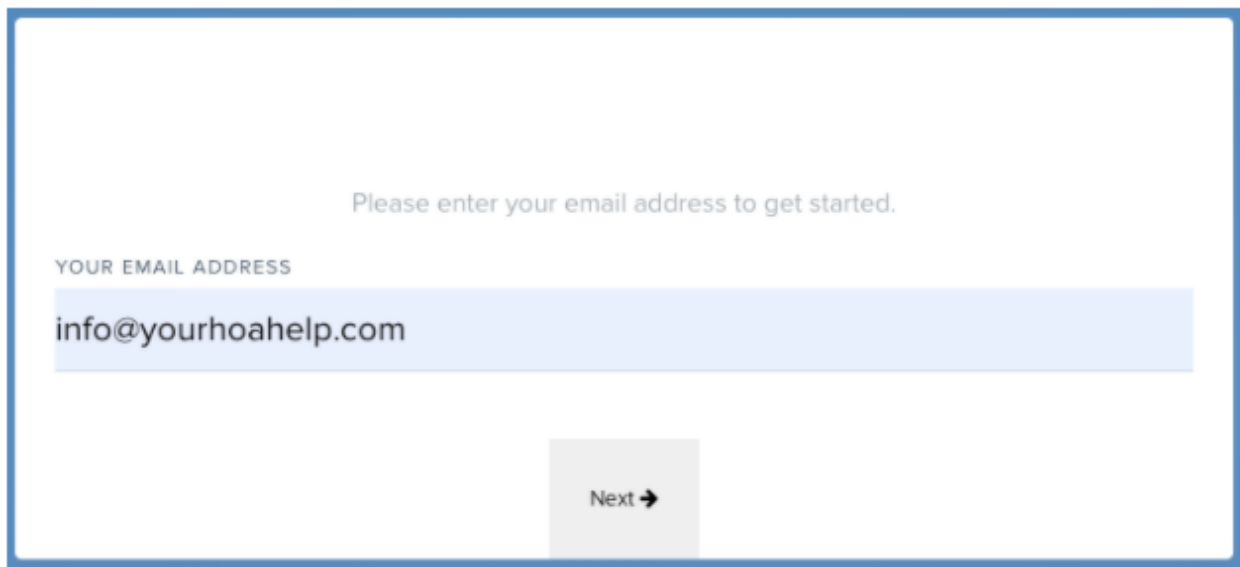
Step 2: Navigate to the “Account” Page.

Welcome! • Community Information • **Account** • Contact Us

Step 3: Click on the “Create a New Account” button.



Step 4: Enter your Email Address and hit “Next”. *(be advised that this is the email address that you will login with and that we will use to send you updates from the portal)*



**Step 5: Fill in your information.** *Note: It is always important to check to make sure that the association name listed is the association you belong to.*

## Join your HOA

Please provide your info and our team will get you added to your HOA

**YOUR HOA NAME**

Sample Homeowners Association, Inc.

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**YOUR NAME** **EMAIL ADDRESS\***

Bob Sample info@yourhoahelp.com

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**UNIT ADDRESS\***

1511 Sample Street

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<b>CITY*</b>	<b>STATE*</b>	<b>ZIP*</b>
Greenfield	Indiana	46140

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**JOIN!**

Step 6: Check the email that you signed up with for a “Registration Email”.

Step 7: Click the “Setup My Account” button.

**Setup My Account**



**YOUR HOA**  
**Sample, HOA**

Sample Homeowners Association, Inc.

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MEMBER NAME	ACCOUNT NUMBER
<b>Sample, HOA</b>	<b>4690-260306</b>
MEMBER EMAIL	
<a href="mailto:info@yourhoahelp.com">info@yourhoahelp.com</a>	

Step 8: Fill in all of your account information including a password.  
Note: this password is not shared with anyone from our team.

Welcome to PayHOA

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You have been invited to join PayHOA to help you manage your finances and pay your fees/dues as member of Brianwood Trace HOA c/o Your HOA .  
Please provide the following member information to finish setting up your account.

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**Member Information**

First Name

Last Name

Confirm Email Address  
  
Email address must match the one your activation email was sent to.

Phone

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**Create Password**

Confirm Password

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**Current Address**

Address

Address 2 (optional)

City

State/Province

Zip

Select **“Save Account Details”**.

## **To Login to an Existing Account:**

Step 1: Visit your communities website.

Welcome! • Community Information • **Account** • Contact Us

Step 2: Navigate to the “Account” Page.

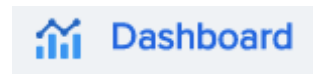
Step 3: Click on the “Login to Existing Account” button.



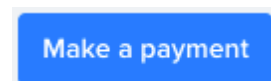
Step 4: Enter your Email Address and Password then select “LOGIN”.

## **Summary of Portal Features:**

There are many great features to the portal that you as a board member can take advantage of. Below is a quick summary.



This is where you can see a summary of your account. This includes Outstanding Invoices, Account History, Payment History, Shared Community Documents, Arch Request Info and more.



This button allows you to quickly and easily make a payment using a Credit Card (additional fees included), ACH Debit (free) or Auto Draft.



Here you have access to all of the documents that have been shared electronically with your unit. These include Board meeting minutes, Violation letters to your property, copies of the Governing Documents and more.



This section contains the all of the units in your community. You can view each one individually and see communication, arch request and violations information as well as payment history and more.



 People

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This page will list all of the owners in the community. Much like the Units page, you can view arch and violation information as well as payment history and communication.

 Broadcast

On this page you can view all of the communications for your community. These include emails, text messages and phone calls.

 Requests & Violations

Here you can view the Architectural Requests history and the Violations history for all communities.

**Thank you for taking the time to review this document. As always, we know you are going to have questions and we are ready to help.**

**Please contact us at [support@yourhoahelp.com](mailto:support@yourhoahelp.com) with any questions! : )**

**- The Your HOA Management Team**