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## Homeowner Online Account Manual - How To Create an Account

*Need Additional Help? Contact Your HOA Support 317-682-0571*

## **Quick Guide to Create an Online Account:**

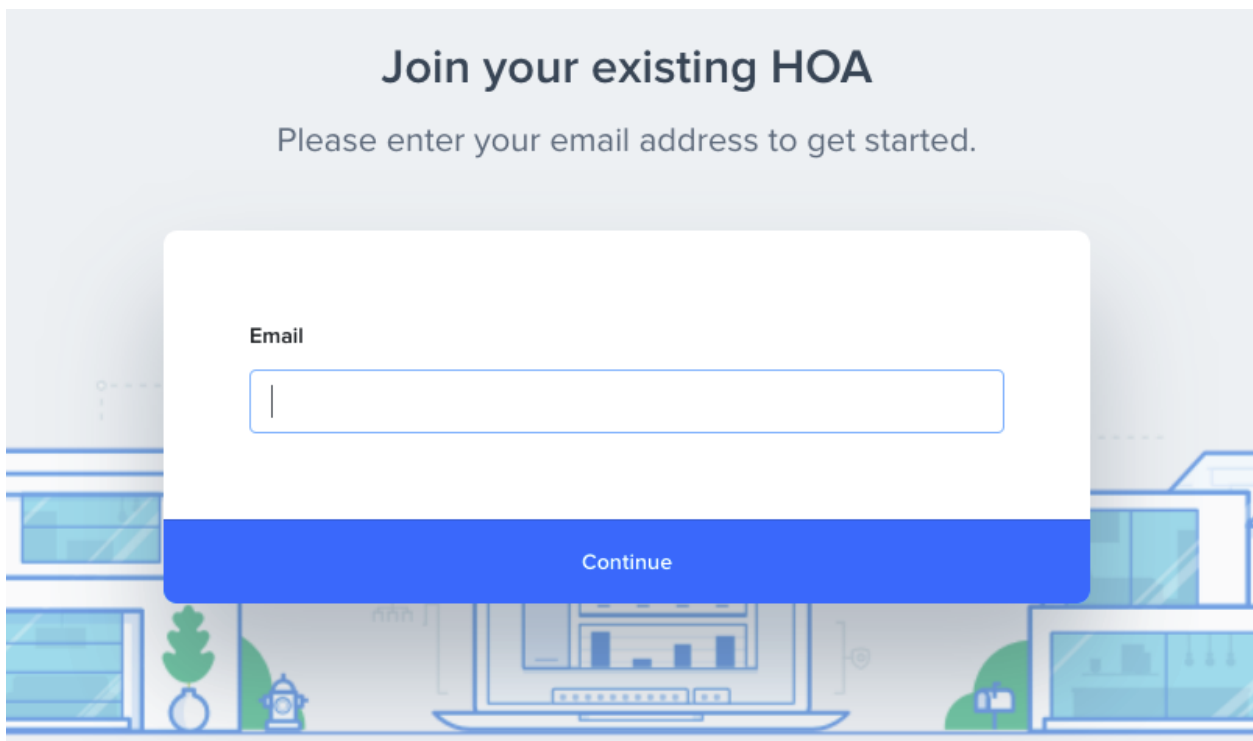
Homeowners are required to set up an online account to submit such things as Architectural Requests to Paying Your Bill online. This guide will help you through the process of setting up or logging into your account.

### **CREATE AN ACCOUNT:**

To create an online account, you have (3) choices:

1. Go to your **association's website** and navigate to the "Account" page & click the button that says "Create an Account".
2. Go to our Website [www.yourhoaahelp.com/homeowners](http://www.yourhoaahelp.com/homeowners) and click on "My Account".
3. Navigate to [www.payhoa.com](http://www.payhoa.com) and click on "Register" in the upper right corner and choose "Join Existing HOA".

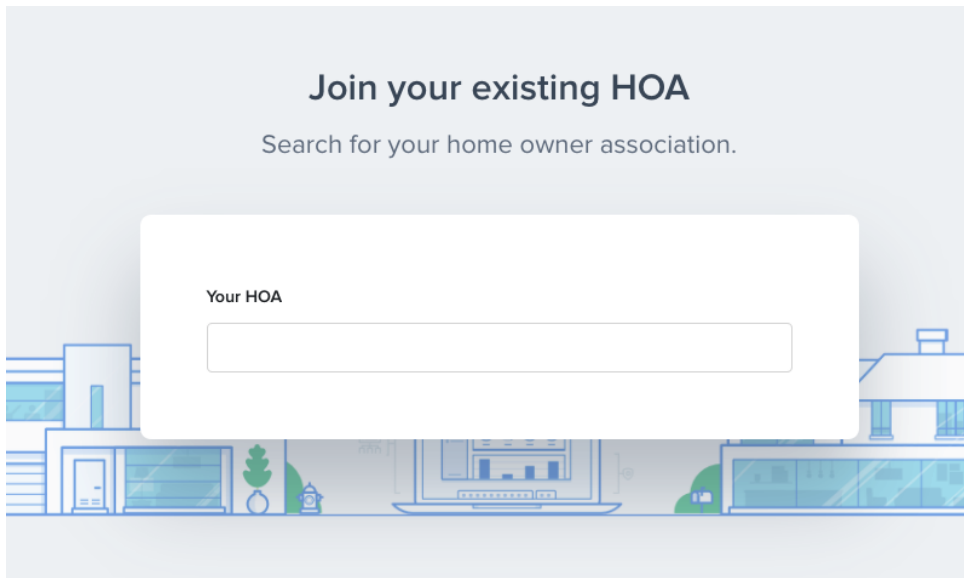
No matter which one you choose above, you will be brought to a page that looks like this. **Enter your Email Address in the box.**



The image shows a web interface for joining an existing HOA. At the top, the heading reads "Join your existing HOA" in a large, bold, dark font. Below the heading, a sub-heading says "Please enter your email address to get started." in a smaller, grey font. The main content area is a white rounded rectangle containing the label "Email" above a single-line text input field. Below the input field is a prominent blue button with the word "Continue" written in white. The background of the page features a light blue and grey illustration of a modern building with large windows, a laptop displaying a bar chart, and some greenery.

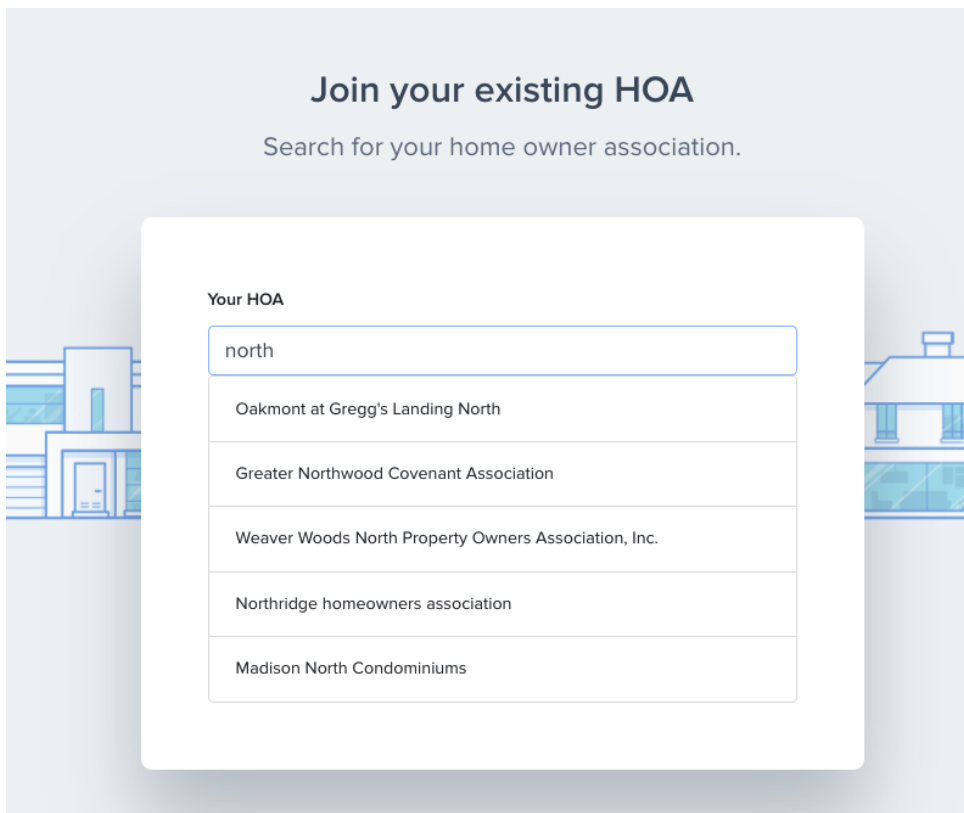
**Note:** *If your email address is already in our system, you will receive an activation email and can go on to page (6) - If it is not in our system, please go to the next page.*

If your email address is not in our system, the next step is to enter the **Name of your Association.**



The screenshot shows a light blue background with a white rounded rectangle in the center. At the top of the rectangle, the text "Join your existing HOA" is displayed in a bold, dark blue font. Below this, the text "Search for your home owner association." is shown in a smaller, grey font. Underneath, the label "Your HOA" is positioned above a single-line text input field. The background of the entire page features a faint illustration of a modern building with large windows and a green plant.

**Note:** When you enter the first few letters of the association's name, a list will populate.



This screenshot is identical to the one above, but the text input field now contains the word "north". Below the input field, a dropdown menu is open, displaying a list of six HOA names. The background and header text remain the same as in the previous image.

Your HOA
north
Oakmont at Gregg's Landing North
Greater Northwood Covenant Association
Weaver Woods North Property Owners Association, Inc.
Northridge homeowners association
Madison North Condominiums

**Select the name of your association.**

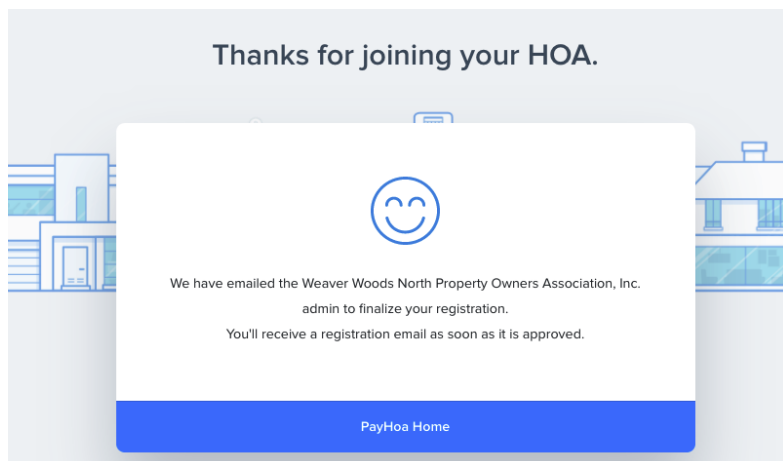
On the next screen, please fill out your details and hit “**Send**”.

The screenshot shows a registration form titled "Join your existing HOA". Below the title is the instruction: "Please provide your info and our team will get you added to your HOA." The form fields are as follows:

- Your HOA name:** Weaver Woods North Property Owners Association, Inc.
- Full name \*:** Bob Sample
- Email \*:** art@google.com
- Unit Address \*:** 1234 Sample Street
- City \*:** Indianapolis
- State \*:** IN
- Zip \*:** 46239

At the bottom of the form is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot". Below the form is a blue button labeled "Send".

You should receive a confirmation that your account request has been sent.



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**NEED ASSISTANCE? Call or Email anytime.**

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