

Our website URL is <https://jamesplacehoa.com/>. Our website is hosted by the company HOA-Express located in Texas. They use secure servers and our data is password protected. HOA-Express has thousands of customers all over the world. This document is divided into 2 parts;

1. **Registering your Account for the first time** (2 pages)
2. **How to Change Your Member/Account Settings** (4 pages)

### **Part 1 - Registering your Account for the first time (one-time only step)**

Go to our website using the above link, click on the [register](#) link on the top line. This will open up a screen for you to register on our website. Below are the instructions on how to fill in the registration fields.

#### Your Information Section

##### **I am a...**

Choose *Resident* - if you live here (owner or renter)

Choose *Absentee Owner* - if you are a landlord for the address that you will be entering below

##### **First Name and Last Name**

Enter your first and last name

##### **Email Address**

Enter your email address (this will be your login id)

##### **Cell Phone**

Enter in your Cell Phone number (optional)

##### **Password** (*Case sensitive*) [Reveal](#)

Enter your password, click on the [Reveal](#) link to see what you typed.

You must enter in enough letters and/or numbers and/or symbols to have the bar turn green to indicate that it is a strong enough password.

Tip - Add special characters to the end of your password, like %.

#### Additional Household Members Section

If you are creating an account for your spouse/partner, then click on + Add Member and continue with the Add Member Section, otherwise skip down to the Address(es) Section.

### Add Member Section

#### **This member is a...**

If your spouse/partner has a separate email address, then choose *Joint member* and fill out the rest of the information for the additional member. They will receive an email about setting their individual password.

If your spouse/partner does not have a separate email address, then choose *Joint member (no email)* and fill out the rest of the information for the additional member.

### Address(es) Section

Click on + Add Address

#### **This address is...**

Choose *Inside the community*

#### **Street address**

Start typing in the James Place address, when you see it appear on the pull down, then select it. It will then populate the street address with the official street name according to Google.

#### **Preferred mailing address box**

Check this box if this is where you want your mail received.

Note - that Absentee Owners would normally not check this box.

**Absentee Owners** would Click on + Add Address a second time to enter in an address *Outside the community*. For this second address, Absentee Owners would check the Preferred mailing address box. Absentee Owners, you will want to probably Hide your name from showing up in the Resident Directory. Once your account is approved, you can login and change your account settings by clicking on your name and choose Account settings and on the Privacy tab check the box *Hide my account completely from the directory* and then Save your settings.

When you are done with the Address(es) Section then:

#### **Click the Register button**

You will receive a message saying you have submitted your registration and it will be approved shortly by the webmaster (usually within a day).

Once approved you will receive an email saying you have been approved.

See the document **How to Use the JP Website** for instructions on using our website.

### Part 2 - How to Change Your Member/Account Settings

**Normally the default settings are fine and no changes are necessary and you can skip this section.**

This is the section that allows you to change your privacy settings, change member info like phone number or email, add your pet, add a picture of yourself and other settings. The website is password secured and your directory information can only be seen by other James Place residents, However if you want to just have your name seen in the directory and not your phone number for example, then this is the place to change those settings.

**Member settings** refer to your specific login id (your email address).

**Account settings** refer to all of the email addresses registered for your resident street address (you and your spouse for example).

The initial settings that are set when you created your member/account should work fine. If you change any settings, remember to click on Save at the bottom of each section that you change. We encourage you to use this section to upload a picture of yourself which will then show up in the directory.

### Changing your Member and Account Settings (usually a one-time step)

Once you are logged in to our website, you can maintain your membership and account settings by clicking on your name and choosing either:

#### Member Settings

##### General

Change your Name, Email Address (your login id), Phone Number.

##### Profile

Upload a Photo, Write a short description about you, social media links.

##### Password

Use the Reveal option to ensure correct spelling.

Contact (below are the recommended settings).

## Member Settings

✍ General 👤 Profile 🔒 Password ✉ Contact 🛡 Privacy ★ Admin

**Receive these types of emails...**

- Notification emails (*forum replies, contact forms, etc.*)
- Emails from administrators (*newsletters, announcements, etc.*)
- Alerts from residents via the alert page (*burglaries, warnings, etc.*)
- Administrative communications (*only if you are an admin*)

**Receive these types of text messages...**

- Text messages from administrators (*announcements, alerts, etc.*)

**Receive instant email notifications for...**

- New forum topics
- New forum comments on topics

**What's Happening email frequency** (*recent activity + upcoming events*)

- Recommended (*chosen by website admin*)
- Weekly
- Monthly
- Never

Privacy (below are the recommended settings).

## Member Settings

✍ General 👤 Profile 🔒 Password ✉ Contact 🛡 Privacy ★ Admin

**Hide this information from the resident directory...**

My email address

My cell phone number

**If I am listed in a leadership role... (e.g., board/committee member)**

Show my email address

Hide my email address

Use this email address instead:

Show my cell phone number

Hide my cell phone number

Use this phone number instead:

## Account Settings

### Address

You can change or add addresses.

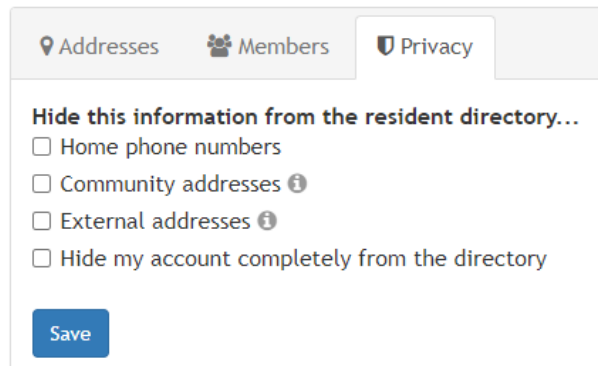
### Members

You can add additional members of your household including Pets.

If you are adding your Pet, then have a picture ready to upload.

Privacy (below are the recommended settings).

## Account Settings



The screenshot shows the 'Privacy' tab selected in the 'Account Settings' menu. The tab bar includes 'Addresses', 'Members', and 'Privacy'. Below the tab bar, the heading reads 'Hide this information from the resident directory...'. There are four checkboxes with labels: 'Home phone numbers', 'Community addresses', 'External addresses', and 'Hide my account completely from the directory'. Each label has a small information icon to its right. A blue 'Save' button is located at the bottom left of the form area.

## Communications archive

Click here to review all emails sent to you from the website's communication module (Office Admin and Group Admin emails).

Note - The weekly automated reminder emails that come out early Monday mornings are not stored in the Communications archive.