



# Resident Portal – Owner Setup Quick Guide

We would like to welcome you to our brand-new Resident Portal! We hope this exciting new tool can be an easy and efficient way to connect you not only to your HOA but your personal owner information!

In the coming weeks you will be receiving an invitation from your HOA Management team inviting you to setup your very own Resident Portal! Follow the easy steps below to get connected in just a matter of minutes! If you run into any issues you are more than welcome to reach out to (need to fill here) for any questions.

## Invitation Email

You will receive an email from a 'no-reply' titled "Resident Portal Invitation" this will have a quick link to setup your account!

**no-reply**

**Inbox Resident Portal Invitation -**

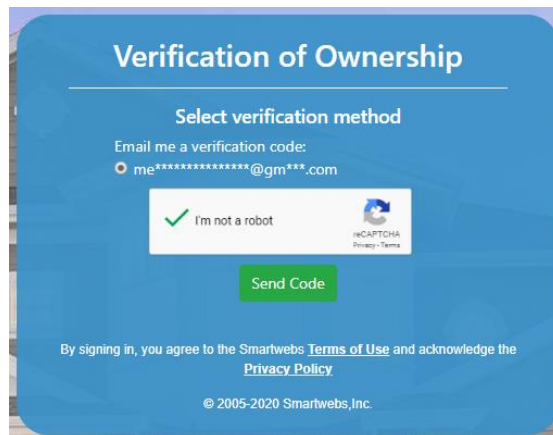
Once in the email, click here to create your account!

A rectangular button with rounded corners, a light blue border, and a white background. The text "Create my account" is centered in a bold, orange, sans-serif font.

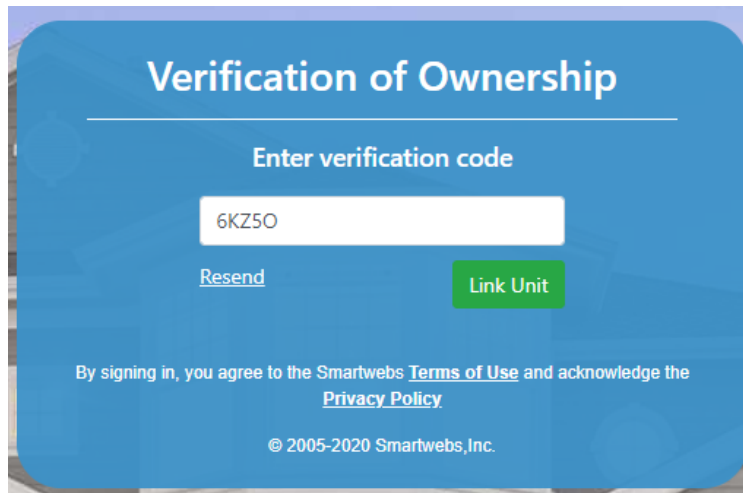
**Create my account**

## Verification

When you click to "Create my account" you will be directed to [resident.smartwebs.com](https://resident.smartwebs.com), here you will need to verify that you are not a robot and initiate a code that will be sent to your email!



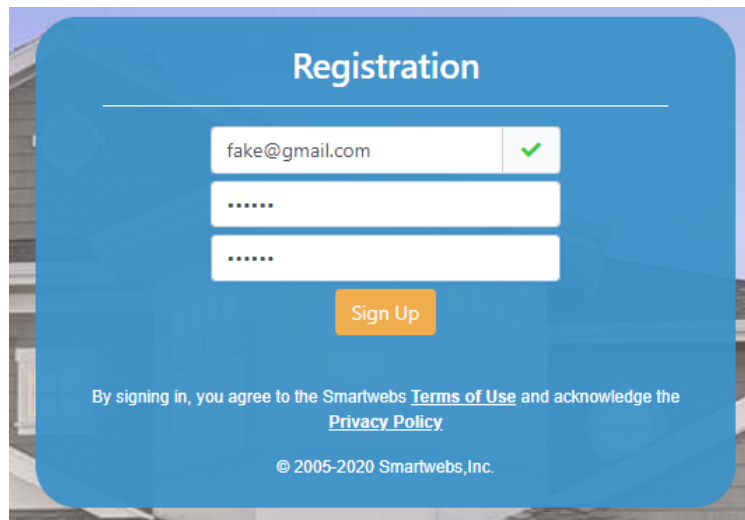
Once you have received your code from your email, navigate back to your verification page and paste it in! Complete this step by clicking on “Link Unit.”



The image shows a blue rounded rectangular form titled "Verification of Ownership". Below the title is a horizontal line. Underneath, the text "Enter verification code" is centered. A white input field contains the code "6KZ50". Below the input field are two options: a blue link labeled "Resend" and a green button labeled "Link Unit". At the bottom of the form, there is a line of text: "By signing in, you agree to the Smartwebs [Terms of Use](#) and acknowledge the [Privacy Policy](#)." Below this is the copyright notice "© 2005-2020 Smartwebs, Inc."

## Registration

Your final step in set up will now be to create your username and password. These will be used moving forward to login to [resident.smartwebs.com](http://resident.smartwebs.com) and access your unit information. You will note here that your email is uploaded automatically, if it is not please fill it in accordingly. It is best to keep your email as your username and not make any changes. Finalize this step by clicking “Sign Up.” Once set up is complete be sure to read through our Homeowner User Guide for help with navigating the portal!



The image shows a blue rounded rectangular form titled "Registration". Below the title is a horizontal line. There are three input fields: the first contains "fake@gmail.com" and has a green checkmark to its right; the second and third fields contain ".....". Below the input fields is an orange button labeled "Sign Up". At the bottom of the form, there is a line of text: "By signing in, you agree to the Smartwebs [Terms of Use](#) and acknowledge the [Privacy Policy](#)." Below this is the copyright notice "© 2005-2020 Smartwebs, Inc."