Cedar Place Homeowners Association LTD
# Website Getting Started Guide

Welcome to the Cedar Place Homeowners LTD website: cedarplace.org   If you have any problems with the site, contact any board member for assistance by emailing to: boardmembers@cedarplace.us.

This document is to provide assistance when registering for access to the website. You may choose to complete your registration process without consulting the remainder of this document. This info is provided should you have questions or want to better understand the registration flow.

Upon going to the website, there will be two areas that can be selected.

1. On the left, you will see:
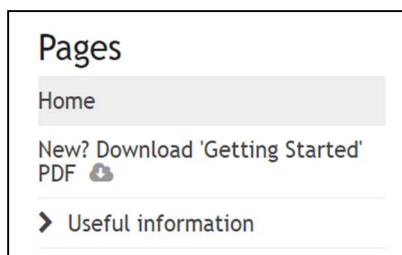
- **Home** is the current page.
- Clicking on **New? Download 'Getting Started' PDF** downloads this document.
- Clicking on **> Useful information** provides a selection for public information: community news, universal contact information, the local weather forecast, etc.

2. On the top-right, you will see the caption: Please log in or register. Click on:
- **log in** – you are already registered to access to the website and you can proceed to sign into the website using your email address and password.
- **register** – you are new to the website and you desire access.

If you click on **register** you will be asked to complete the following:

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Register

Your Information

I am a...

Please select...

First Name

John

Last Name

Doe

Email Address

you@example.com

Cell Phone

(201) 555-0123

Password (Case sensitive) Reveal

....

Additional Household Members

+ Add member

Register

Notes on **register** fill-ins:

- **I am a…**These drop-down choices define the membership type: Homeowner, Lot owner, etc.
- **Email address** should be provided by prospective members if access to the website's Association information is desired.
- **Cell Phone** – Enter your cell phone here. The system allows board members to blast text messages to all members, and this feature will be used sparingly. Texting all members could prove very beneficial to alert all members of an urgent situation throughout the neighborhood.
- **Additional Household Members** may be used to request access for others in the same household. The associated fill-ins for this selection resemble those listed above.

If you selected **Homeowner** or **Lot owner** for your membership type:

- You will receive a drop-down to indicate whether your address locale:
    - **inside the community -** enter your street address and lot number (contact the CPHA board if you don't know your lot number(s).
    - **Lot owner** & **outside the community**, you will need to enter your country. When you've selected United States, you'll need to enter your full mailing address.

Your request will be sent to the webpage administrators when you click Register . You should receive an email from **Cedar Place Homeowners Association, LTD** when your request has been approved.

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For **log-in**, you will be asked to complete the following:

Notes on **log in** fill-ins:

- Fill in the email address and password provided at registration.
- Leave **Remember me** checked if this is a private computer, otherwise uncheck.

You will be signed in when you click the **Log In** button and your email address and password match the previously established credentials.

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Once logged in, you should see a Welcome message, and additional Page selections on the left.

If this is your first log in to this website, you will see at the top-right: **Welcome*, your name* V.** You may also see a bell icon with an optional red numeric counter: This represents that a survey may be completed.   The counter is the number of surveys to be taken.

There are additional first-time actions you should observe to make a better experience of the webpage hereafter. Click on the V symbol to get a drop down similar to:

Member settings 👤
Account settings 👥
Communications archive 💬
Log out ➡️
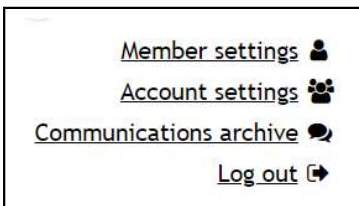
Notes on the Welcome drop-down:

- Clicking on **Member settings** will customize your member profile.
- **Account settings** allows you to enter your address, define multiple members to your account, and allow you to optionally hide phone numbers, addresses, etc. Multiple members per account may be established with the same address.
- **Communications archive** will retain detail on communication targeted to your membership.
- **Log out** – clicking on this logs you out of the website and returns you back to the home screen with no access to Association-specific pages.

If this is your first-time logging to the webpage, click on **Member settings**. You will receive an associated page with tabs:

✏️ General   👤 Profile   🔒 Password   ✉️ Contact   🛡️ Privacy
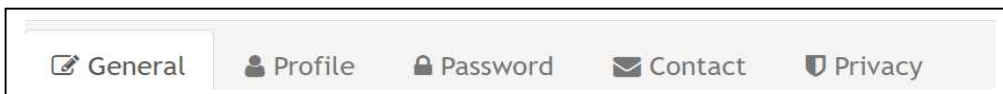
Notes on Member Settings tab:

- **General** will allow changes to your email address and cell phone.
- **Profile** allows you to upload a photo of yourself and briefly describe personal attributes.
- **Password** allows you to change your log-in password.
- **Contact** allows you to specify your preferences on webpage actions. **More on this next.**
  Privacy allows you to show/hide various personal information to other members: email address, phone number, etc. This applies to members who have successfully logged onto the system.
  Important: someone must have successfully signed on to this system with their email address and password, and you have allowed your personal information to be displayed before your personal information is displayed.

Member Settings – Contact Settings – you may want to check the following as follows to get full benefit of communication:

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.)*
Most communities send no more than a few messages per month. Message and data rates may apply. Text HELP for help. Text STOP to cancel. Supported carriers: AT&T, Boost Mobile, T-Mobile, Metro by T-Mobile, Verizon Wireless, Sprint, UScellular, and Virgin Mobile. See our Terms of Service and Privacy Policy.

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

[Save]

Be sure to click on the **Save** button when making changes.