




# **Website Registration Homeowner Instructions**

- ▶ Go to [www.crest-management.com](http://www.crest-management.com) and click on Homeowner Login.

FAQ Closing Documents [HOMEOWNER LOGIN](#) [BOARD LOGIN](#) [COMMUNITY SEARCH](#)

 **Crest Management Company**  
*Your Community Partner*

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## Your HOA Management Solution

[Exterior Modification Request](#) [Pay Your Assessment Online](#)

[Pool Tag/Access Device](#) [Service Request](#)

[Resale Certificate](#) [Request Proposal](#)

▶ Click on Not registered yet?

**Login**

Enter your login information to access your account and community website.

EMAIL

PASSWORD

Stay signed in?

[Forgot your password?](#)

[Not registered yet?](#)

**Homeowner**

Created with you in mind, the Crest Homeowner Portal allows you to **manage your account** anytime anywhere. Check your balance and print a statement, make a one-time payment or set up recurring payments. Submit and check the status of an **exterior modification request**, and **request pool tags** or amenity access devices. You can also notify your management team of any maintenance items by submitting a **service request**.

**Board Member**

The Crest Board Portal was designed to streamline the ever-demanding job of the board member. No matter where you are, you have access to **searchable community documents**, up to date **financial information** and historical reports, and homeowner records and correspondence. Review live inspection reports and action items, submit **action items** for the management team, and view contracts and insurance information.

▶ Select whether you are a Homeowner or Title Company and click Continue.

**Temporary Password Request Form**

Who is registering?

If you are requesting access to the Homeowner Portal or if you are the administrator for

- your Title Company, register here.
- If you are a board member requiring board portal access, please contact your manager.
- If you are an employee of a Title Company or your company is **already registered**, please contact your admin for access.

Homeowner  
 Title Company

- ▶ Begin typing your address. A list of matching options will populate. Select your address from the list rather than continuing to type it out yourself.

Temporary Password Request Form

Search for your address:

4215 Fair

4215 Fair Country Lane

Please note to only type the beginning of your street address - city and state are not necessary.  
For example: "17171 Park"

Search Address

- ▶ Click on your address to proceed. If your address is not shown, click Search Again to go back.

Temporary Password Request Form

Select your address

Search Again

4215 Fair Country Lane  
- Westfield Ranch  
Community  
Association

- ▶ Enter your name and email address. If you are a tenant, change the selection accordingly.
- ▶ Select whether you want to receive your temporary password by email or mail. To receive it by email, you are required to upload two proof of residency documents including a state-issued photo ID and an additional document listing your name and property address (closing document, utility bill, etc.). You are not required to prove your identity if you select to receive it by mail.
- ▶ Click Submit.

**Temporary Password Request Form**

1 3

ENTER FIRST & LAST NAME

4215 Fair Country Lane

Owner Tenant

ENTER EMAIL

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Temporary Password Delivery Method

If you do not want to submit proof of residency, please select mail.

Email Mail

**Proof of residency**

In order to protect your information, we require that you show proof of residence. These documents are used for verification purposes only. All documents will be securely deleted once the registration process is complete. For more information on how we protect your information please refer to our [Privacy Policy](#).

Please supply the following documents:

1. A state issued picture ID
  - o Drivers License

- ▶ You will see a confirmation message once your request has been submitted. You will also receive a confirmation email. If you do not receive a confirmation email, please contact your management team.
- ▶ Once you receive the temporary password by email or mail, follow the instructions to login using the temporary password and create your personalized password.

