RESIDENT PORTAL

Please note that Management must have your mobile number and/or email address on file in order for you to create a Resident Portal.

We are pleased to offer a new Resident Portal via Smartwebs. To create your account, go to **https://office.smartwebs.com/#/verification/find_association** and follow these steps:

1. Enter the name of your association
2. Enter the zip code of your association
3. Click **select** on the pop up window if your association name is displayed
4. Enter your last name
5. Enter your address
6. Click **search**
7. Click **select** on the pop up window if your name and address is displayed
8. **Select** either the email or text option to verify your account
9. **Click** I'm not a robot
10. **Click** send code and follow the remaining directions

While logged into Resident Portal you will have access to do the following:
- Make payments
- View payment history
- Submit an architectural application
- View work orders for non-emergency issues
  (for emergencies, please call 661.556.3066)
- View messages from management
- View governing documents, the annual meeting calendar, minutes, etc.
- Update contact information
- View violation history

If you have any questions about the new Resident Portal, please contact our office at 661.334.2776 or via email Office@BashamManagement.com