

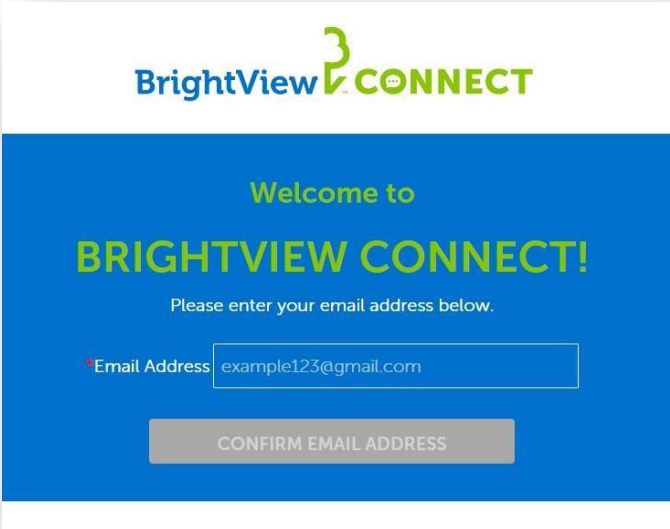
BrightView Portal Sign-up Instructions

For best results, please complete registration using a laptop or desktop computer.

Follow the link below or cut and paste in your browser

<https://connect-register.brightview.com/?propertyGuid=0015A00002BgLYIQAN>

Enter your email address in the blank provided

A screenshot of the BrightView Connect registration page. The page has a white header with the 'BrightView 3 CONNECT' logo. Below the header is a blue section with the text 'Welcome to BRIGHTVIEW CONNECT!' in green. Underneath, it says 'Please enter your email address below.' There is a text input field labeled '*Email Address' containing 'example123@gmail.com'. Below the input field is a grey button labeled 'CONFIRM EMAIL ADDRESS'.

A verification code will be sent to your email address along with opening a new window for you to enter that code

DO NOT close the window for BrightView Connect

If you get the error that the code has expired one of three things has likely happened

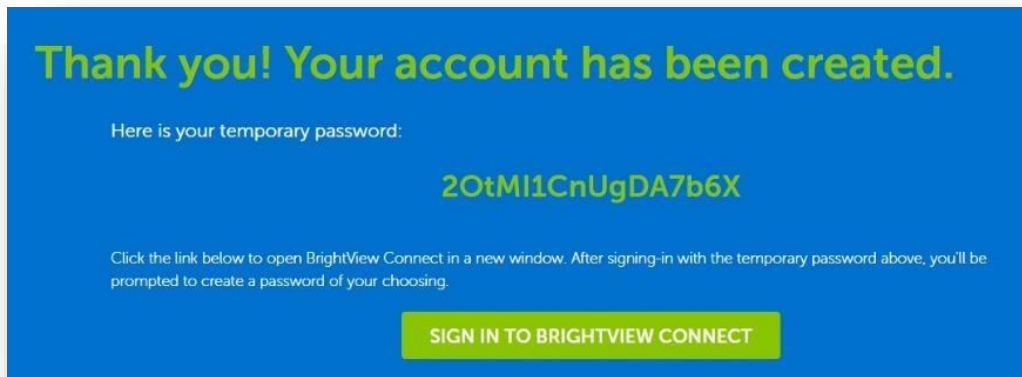
- Code was entered incorrectly
- A space was put at the end of the code
- Send another code was pressed and the last code sent should be entered.

Upon entering the code, you will be taken to another screen where you will enter your address information

A screenshot of the 'Create your account with Longcliffe in CCE' page. The page has a blue background. At the top, it says 'Create your account with Longcliffe in CCE' in green. Below that, it says 'Your email address, BrightViewTest@Hotmail.com, has been verified. Please enter the following information to continue.' There are four input fields: 'First Name', 'Last Name', 'Your address at Longcliffe in CCE', and 'City'. There is also a dropdown menu for 'State' and a 'Zip' field. At the bottom is a yellow button labeled 'GENERATE MY TEMPORARY PASSWORD'.

When you enter your information and hit “GENERATE MY TEMPORARY PASSWORD” you will be given a password.

DO NOT lose track of this password as you will need to **enter it twice on two separate screens**.



Hit “SIGN IN TO BRIGHTVIEW NETWORK” and log in to the system using your email and that temporary password.

You will then be asked to change your password to one more personalized you. Enter that Temporary Password again in the “Old Password” spot

