BAAC, Inc.

Mymemberdata.com

Welcome to **BAAC, Inc.** and thank you for downloading **HOA/POA Manager for home and property owner associations, an MS Access database** program.
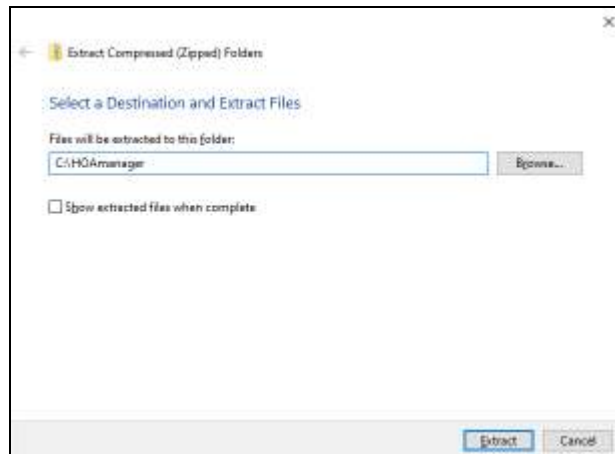
Regardless whether you opt for our support, we would appreciate any feedback on the program, email us at BACCsupport@comcast.net . We use this data to continually improve and update the program.

HOA/POA Manager Install

Should you need assistance with installation please email us at baacsupport@comcast.net. You may need to allow us to connect to your computer remotely for this assistance. English only please.

1. If you do NOT have MS Access, Click the link on our website to download MS Access Runtime. The link will take you to a site offering free downloads of a variety of MS Access Runtime versions. There are both 32 bit and 64 bit versions, the HOAInstall.zip file contains applications for both versions.

2. Right Click the HOAInstall.zip file and select "Extract All"

3. Change the path where you will unzip the files to C:\HOAmanager (you can turn off show extracted files when complete), then click Extract at the bottom, the form will look like this:

NOTE: Never Repeat the Extraction after you have started Data Entry. It will overwrite any existing data. Now you can unzip to a different location such as C:\ HOAmanager \copy if you just want some refreshed files like the application or support files and copy/replace then in the C:/ HOAmanager folder. **Never** copy/replace the **HOAdata.mdb** file.
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4. Now go to C:\HOAmanager folder and find the file HOA.accde (for MS Access Runtime 32 bit) or C:\ HOAmanager \accdb_64bit and find the file HOA.accdb (for MS Access Runtime 64 bit). Right Click the file and select Copy.

5. Go to your desktop and Right Click an empty space and select Paste Shortcut, NOT just Paste but Paste Shortcut.

6. You may right click the new shortcut and rename if desired.

7. IF you installed MS Access Runtime go to the C:\ HOAmanager folder and run the AddPath.exe if you installed Runtime 2007, OR for other versions run that AddPath file. Note AddPath2016.exe is for both Runtime 2016 and 2019.

8. Open the new shortcut just created.

NOTE: IF you receive a message that the database was created with a 32 bit version, this means you have Office 64 bit, go to C:\ HOAmanager \accdb_64bit and use HOA.accdb in place of HOA.accde in step 4-7 above.

IF you receive an open warning click OK to open, then C:\ HOAmanager must be set as a trusted location (step 10-19)

9. The **HOA Manager** Log on form will load, **IF you did NOT** install Runtime and have the full version of MS Access. Then follow this **ONE TIME** procedure to set C:\ HOAmanager folder as a trusted location.

Setting Trusted Locations for Access 2007/2010/2013/2016:

10. For Access 2007, click the Microsoft office icon in the upper left, then click Access options
For Access 2010/2013/2016/2019, click File, and then click Options

11. Click Trust Center on the left
12. Click Trust Center Settings on the right
13. Click Trusted Locations on the left
14. Click Add new Location near the bottom right
15. Type in the path or copy paste this --- C:\ HOAmanager
16. Check the box labeled "Subfolders of this location are also trusted"
17. Click OK
18. Click OK, Click OK
19. Close MS Access

20. Reopen the program via the shortcut created in step 8

21. The **HOAmanager** Log on form will load, Click Auto Login to open the main menu or if you prefer: the user ID is **"Admin"----Press Enter** on your keyboard.

22. The user password is **"Super",-----Press Enter**

NOTE: If you want to remove the program from your PC, simply delete the entire C:\ HOAmanager folder. There will also be command buttons to open the Reference Guide to assist in setting up and using the program.

NOTE: BAAC, Inc. offers data import services; should you desire to avoid data entry time and have your data in an electronic format, contact us at BAACsupport@comcast.net for a low cost quote. Most data imports can be completed for less than $100.00 and is free should you decide to purchase our annual phone/email support.

➢ Click the Master Contact button on the main menu; enter your business or owner contacts basic information here. For Contact type select either a business or Individual. Be sure to check the "Owner" checkbox if they are an owner so dues can be assigned later with critical information setup.
➢ Click the "Org/Program Setup" button on the main menu, enter your Organizations information then click the setup checklist. Go thru each button to setup items for drop down lists such as Member Dues and other fees, etc.
➢ Add Financial Accounts and add/edit chart of accounts provided
➢ Add your categories to assign to your contacts
➢ Set Owner Critical Information such as assigning dues and descriptions information and next add who will use the program (log on id/password)
➢ Add Properties
➢ Add Inventory using the Inventory List button

NOTE: Once Owner and Property Information has been entered, you can open each owners detail and go to the Properties/Vehicles tab and select what property belongs to that owner OR go to properties, open each property detail and assign the owner or owners if there is more than one, if more than one, be sure to set the percentage owned.

You can now use the other functions with the Quick Reference Guide to go thru the program.

Regards,

The BAAC, Inc. support team