

## Directions to access the VMC website and create your own account – Page 1.

### Steps

1. Go to our website from your browser (i.e., Safari) or your phone **www.murphycrossing.com**
2. If on a PC or Mac, you will see at the top the following navigation links to the website pages:  
**Home About Us Resident Login TowneProperties Village News Account symbol**  
If using an iPhone or Android phone, these links will appear in the upper left-hand corner as three horizontal lines.
3. Click on the **Account** link symbol on the far right to set up your member account.
4. At the drop-down menu, click on **Create Account**
5. On the **Create Account** screen, fill in your first name, last name, email address, and phone number (optional). Then click on the **Create Account** button.

6. You should now see the following message:

**“Check your email**

**You are almost there! We sent an email to (whatever email address you entered in Step 5) with a link to activate your account. Please check your email and click the activation link.”**

7. At this point, there may be a delay in the sending of the email which is expected. The email will come from the GoDaddy.com web center and this may take some time. Until you receive the email, you will not have access to the private pages on our website. You can review the About Us navigation link which is the only public link. All the other links are private, and you will only see the log in screen. The administrator of the website will check your email address against the resident listing from Towne Properties. [Call or text Rick Grawemeyer at (614) 560-0526 for immediate access.]

Once validated, the administrator will grant access to all pages and send you the following email example:

**Activate your account for The Village at Murphy’s Crossing website**

**To: rgrawemeye@aol.com**

**Hi Rick, Thanks for creating an account with us. Please click the link below to activate your account and set a password.**

***Activate account***

**Once you create an account, you will be able to check out faster with your saved information, view your profile, bookings, and orders. If you did not create an account with us, please disregard this email.**

**Thanks, The Village at Murphy’s Crossing website”**

Now click on the **Activate account** link in the email and you will see the **Set Password** screen on the website. Enter a password, confirm it, and click on the **Set Password button**.

8. Once you have created your password and confirmed it, you should receive another email from the Administrator of the VAMC website like the following example:

**“The Village at Murphy’s Crossing website gave you private page access”**

**The Village at Murphy’s Crossing website donotreply@secureserver.net**

**To: rgrawemeye@aol.com**

**The Village at Murphy’s Crossing website has given you access to their private pages.**

***Login to your account for access***

## Directions to access the VMC website and create an account – Page 2

Once you click on the **Login to your account for access** link in the middle of the message, enter your email address and your newly created password. Click on the **Sign in** button and you will now see our website screen.

9. Now click on the **Resident Login** page link at the top of the Home page and you will see the **Welcome** page inviting you to view the following topics appearing below the welcome message: Events Calendar, Clubhouse Reservation Rules and Form, Resident Exterior Modification Form, Resident (Owner) Handbook, and our Association By-Laws. The Calendar is maintained by the administrator and all other sections include information that can be downloaded in PDF format. To return to the main menu of our website, press the Home link at the bottom of the page.

10. The **About Us** page link includes a listing of the current VMC Board Members, a brief History of the Village, the VMC Declarations and By-Laws, and the Owner's Handbook. Again, information can be downloaded in PDF format.

11. The **Towne Properties** page link gives residents the opportunity to make suggestions regarding living in the Village. Fill in your name and email address along with your suggestion and click on the **Send** button. You will see the following message:

**“Thank you for your inquiry! We will get back to you within 48 hours.”**

Remember to return to the main menu, press the Home link at the bottom of the page. Your suggestion will be sent to the administrator of our web site. From there, your suggestion will be sent to Cindy Dawson, our property manager. Requests for maintenance are made through our property management company, Towne Properties. There is a link for filing maintenance requests in the next navigation link, Village News. Alternatively, residents can send an email to the property manager at Towne Properties

**CindyDawson@TowneProperties.com** to file a maintenance request.

12. The **Village News** page link contains the following informational topics: most recent and past Village Newsletters, News around the Village, and the link to Towne Properties with instructions on how to set up an individual resident account with them. This personal Towne Properties account is separate and distinct from your website account at The Village at Murphy's Crossing.

13. The **Account symbol** page link on the far-right side of the **Home** page screen allows the resident to **sign in, sign out** and see details of their account if already registered. If not registered, there is a **Create Account** link which will allow the resident to set up their account following the steps in number 5 above.

Please contact Rick Grawemeyer at **rgrawemeve@aol.com** for help on this process at any time.

As a reminder, these directions can be used for access on an iPhone and an IOS phone as well. The menu of page navigation links on the Home screen will be in the upper left-hand corner as a series of three horizontal lines.