

Dear Homeowner,

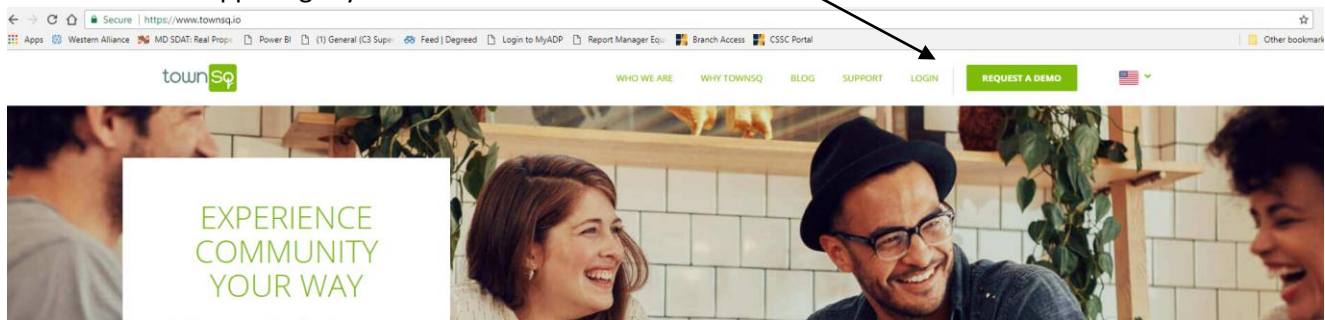
CMC is excited to provide an all-in-one website and mobile app designed to help you connect, collaborate and stay up-to-date – any time on any device. Meet your neighbors, manage your account, and access the resources you need for better community living.

FREE exclusively to Associa communities, register now to:

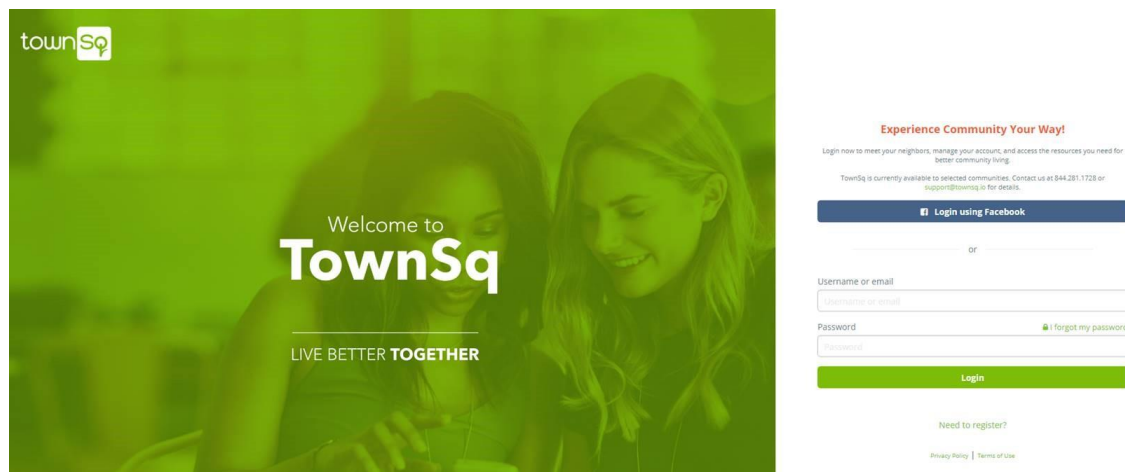
- Easily communicate with neighbors, community managers, and board members
- Manage your account and pay online
- Review your account status
- Get up-to-date community news and events
- Request and review status of service inquiries
- Participate in community polls
- Reserve common areas and amenities
- And more

Registration Instructions:

1. In order to access TownSq, you must use the Google Chrome Web Browser.
2. Go to www.townsq.io.
3. In upper right you will see LOGIN. Click on LOGIN.



4. The screen will change. Click “Need to Register?” found on the lower right of the screen.

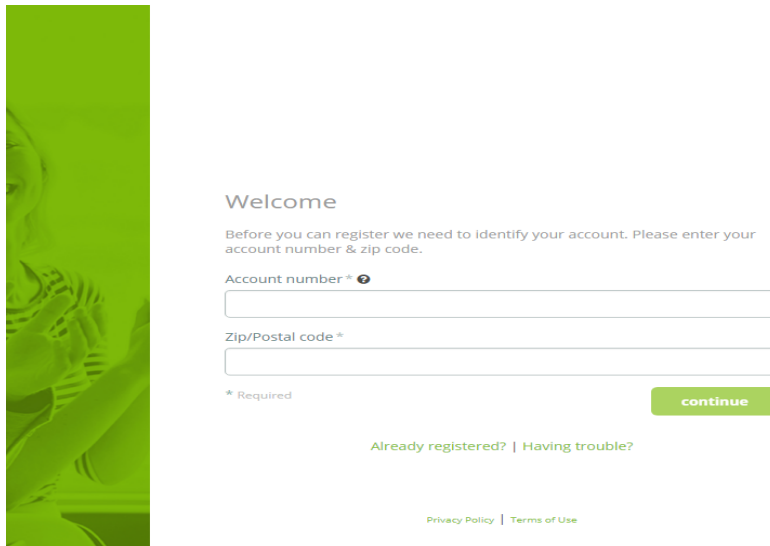


P.O. Box 10821 Chantilly, Virginia 20153-0821 Telephone 703.631.2003 Fax 703.631.9786

Email askus@cmc-management.com Web www.cmc-management.com

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5. Create a profile using your Associa Account number **without the zeros and hyphen** and zip code (If you have more than one account with Associa, register using one and then add the others after you have registered into your profile.) Enter your account number and zip code and then click CONTINUE. You have now entered the TownSq community site.



Welcome

Before you can register we need to identify your account. Please enter your account number & zip code.

Account number *

Zip/Postal code *

* Required

continue

Already registered? | Having trouble?

Privacy Policy | Terms of Use

6. Once you have registered you do not need to register again. Next time, just login using your username or email with your password. Once logged on, you can pay your bill online. You can also see your account payment history by clicking over your name in the upper right and choose accounts. This is also where you can edit your profile or log out.

TownSQ Maintenance

- Autopayments are pulled on the 5th day of every month. If the 5th falls on a weekend the pull will happen on the previous Friday or following Monday.
- If there are changes to assessment amounts, TownSQ does not change your assessment automatically. You must log on to your account and make the change.
- Accounts in attorney status will be unable to make payments on TownSQ. Payments must be made by check or money order.
- If your association has two accounts, master and townhouse or condo, you must create accounts for both. You do not have to create a separate profile, just choose **Add an account**.
- There is a \$2.95 service fee for each transaction and 3% for credit card use.
- TownSq is a useful tool. **You can monitor your account any time** and use it to communicate with your community and Select Community Service staff.

If you have technical challenges with TownSQ, contact their help desk 844-281-1728

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