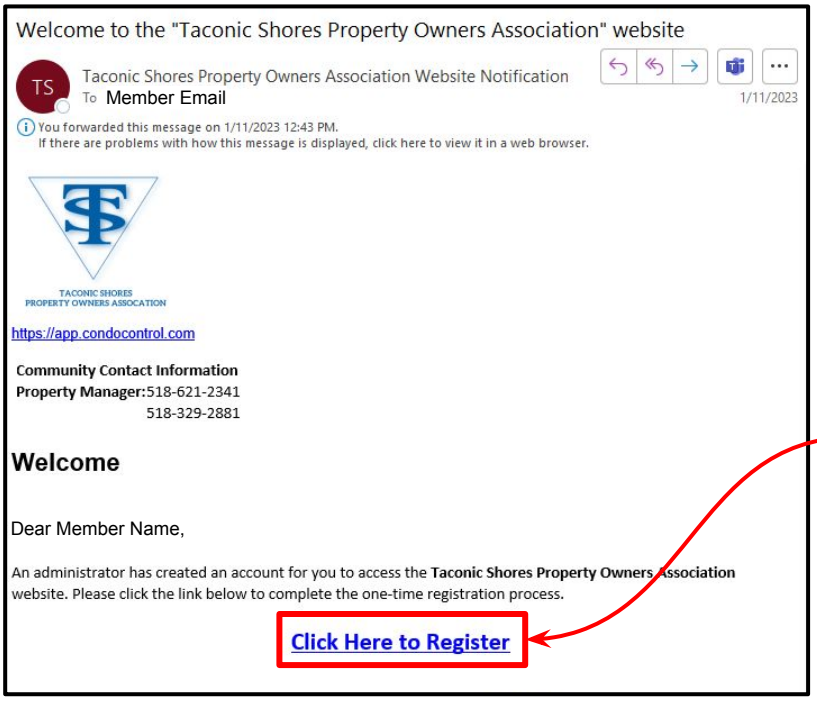
TSPOA COMMUNICATIONS SYSTEM
Members-Only Site - Registration Instructions



Registering your account with the members-only site is done through a few simple steps. It should take 5-7 minutes to complete the process.

First, be sure to do the registration on your personal computer, not on a smart phone.

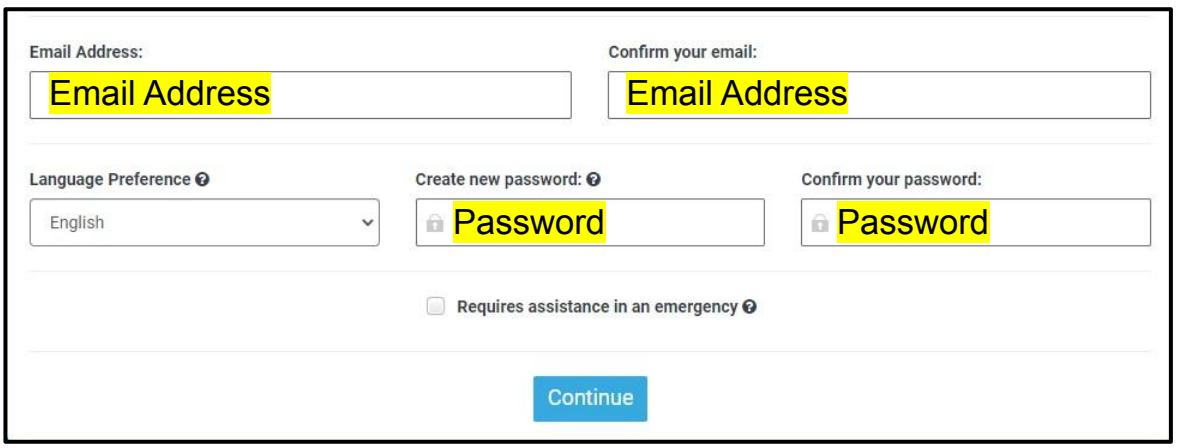
To start the registration process you will receive an email titled "**Welcome to the "Taconic Shores Property Owners Association**" that looks like the image to the left. Click on the blue **Click Here to Register** or **Click Here to Sign Up** link at the bottom of the email.

Clicking the link will open up a new internet browser window with your personal Registration Code and Unit Number filled in. Click on the blue Get Started button.

There will be a total of 7 quick pages to go through as part of the registration process. Any information with a gray background, such as your name and phone number, is pre-filled in so you don't have to worry about filling it in yourself. If any of these items are not correct, finish the registration process. Once you get into the members-only site you'll be able to request contact information updates through Service Requests. The items with a white background you will complete yourself.

There are three specific items that you will need to complete in order to move from page to page. These required items are described below and shown highlighted in yellow in the image:

Item 1 On the **User Details** page you will need to fill in your email address and create a new password in order to access your account in the future. Click on the blue Continue button.



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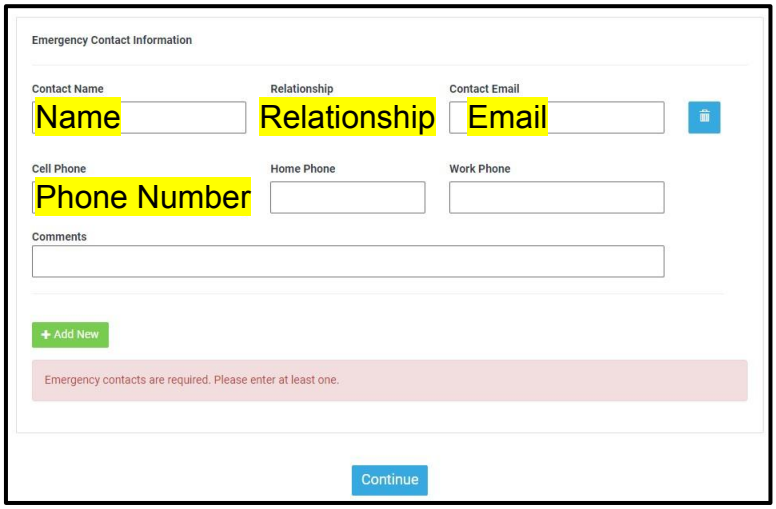
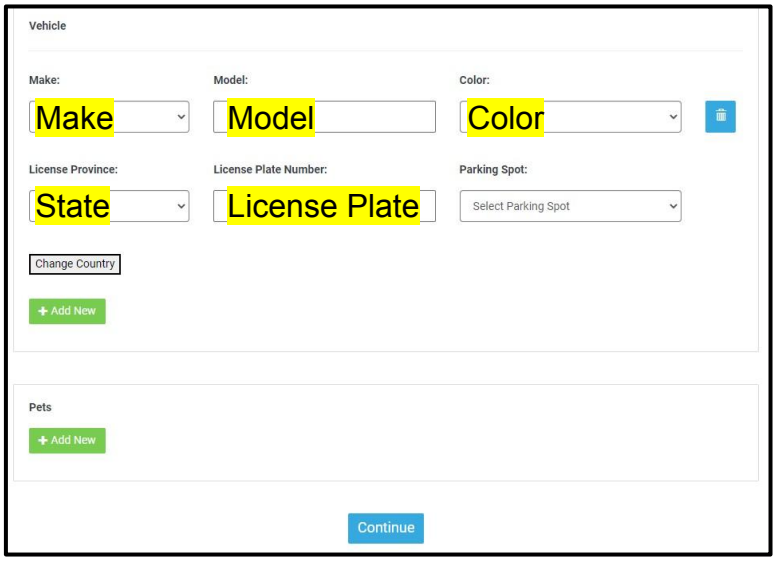


Item 2

On the **Contact Details** page you will need to put in at least one Emergency Contact. Click on the green Add New button to start. Once you fill in the Name, Relationship, Email, and at least one Phone Number of your Emergency Contact do **NOT** click on the green Add New button unless you want to add a second Emergency Contact. Click on the blue Continue button and your information will automatically save.



Item 3

On the **Unit Details** page you will need to add vehicle information for all the vehicles you will have parked on your property. Click on the green Add New button to start. Fill in the Make, Model, Color, License State, and License Plate #.

Once you fill in your vehicle information click on the green Add New button again if you need to add a second vehicle, otherwise click on the blue Continue button.



Complete Registration

Once you finish reviewing the Electronic Consent click on the blue Finish! button on the **Review and Submit Your Details** page, then on the blue Click here to log in now button on the following page to access the new members-only site..

Check out the *TSPOA Members Site Quick Guide* for a description of each of the features you now have access to, including how to add household members to your profile and how to choose what email notifications you receive.