



Dear Member,

By now you should have received your welcome letter from Associa (Principal Mgmt. Company). They provided a personal account # for you which is located above your name and address on the first page of the letter for you to register on the Town Square Portal.

In order to help you through the registration process we have created a cheat sheet to simplify the steps. Your account is already set up and you only need to complete the registration.

### **How to Register on the Town Square Community Portal**

1. Visit <https://www.townsq.io> on a desktop computer and click "Login in" at the top right corner of the screen and that will take you to another page.
2. Click on "Need to Register?" located below the "Login" button on the right-hand side and continue.
3. Register by entering your account number and your zip code. Click Continue.
4. Follow the prompts to complete the login, you will need to create a log in using your email address and create a password. **Note:** Each member that is on the title to the property will select their name and can create their own log in with their email and password they choose.
5. For mobile use, download the app to start experiencing community your way! (TownSq may be downloaded from Apple's AppStore or the Google Play Store.)

Once you create your account you can log back in to navigate the site to look around.

We hope this helps and encourage everyone to please register as this will be a great tool for community involvement and information.

Our community managers will be at the Annual Member Meeting this Saturday, March 23<sup>rd</sup> to discuss the Town Square Portal and answer your questions. We hope to see you at the meeting!

Thank you from your board of Directors,

Ken Kearns, President  
Ron Esman, Vice President  
Kathy Ritchie, Treasurer  
Kathy Laux, Secretary  
Allan Sparkman, Director