

Website Account Access Instructions

Below are various procedures for creating and maintaining an account on the website.

Not Registered: If a resident has never registered they, of course, must to do so. Here are those procedures:

1. Open an internet browser (Chrome, etc.) and type <https://saddlebrookhoa.org/new-home-owner-sign-up/>
 - a. Alternatively you may type <https://saddlebrookhoa.org> in the address line. Then on the website find the "Residents+" Menu and click on it.
 - b. At the top of the dropdown menu click "Home Owner Registration" and the registration page will open.
2. Fill out the form (email and password are required)
3. Add secondary emails and phone numbers in the "Remarks" field if you wish.
4. When finished entering your information, scroll to the bottom of the page and click the "Register" button.
5. In a few minutes you will receive a verification email (please respond to it), followed by a confirmation email.
6. The webmaster will review and approve your registration shortly (this may take up to 48 hours).

Registered wants to change/update their information:

1. Login to the website.
2. Find the "Residents+" Menu and click on it.
3. On the dropdown menu find "My Account" and click on it. Your account overview will display.
4. Click on the "Profile" icon to display your account information.
5. Make the desired changes, scroll to the bottom of the page and click "Save Changes"

Registered forgot password:

1. On the login page find "Lost your password?" and click on it.
2. On the next page type in your email address and click the "GET NEW PASSWORD" button.
3. If you are registered, you will receive two emails shortly at the email address you entered.
4. The first will be a confirmation email. Click the link to verify your request.
5. The second email will contain a cryptic password that will allow you to access the secure part of the website and your account information.
6. Once in your account information we recommend you change your password using the update procedures above.

Thanks,

Paul Harrington
Webmaster