



Homeowner Account Access

2020 Version

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Congratulations! As a homeowner in a Your HOA managed community, you have access to an online portal where you can setup and account, make payments, see community documents and calendars, and more! This document will help you from start to finish.

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To Setup a New Account:

Step 1: Visit your communities website.

Step 2: Navigate to the “Account” Page.

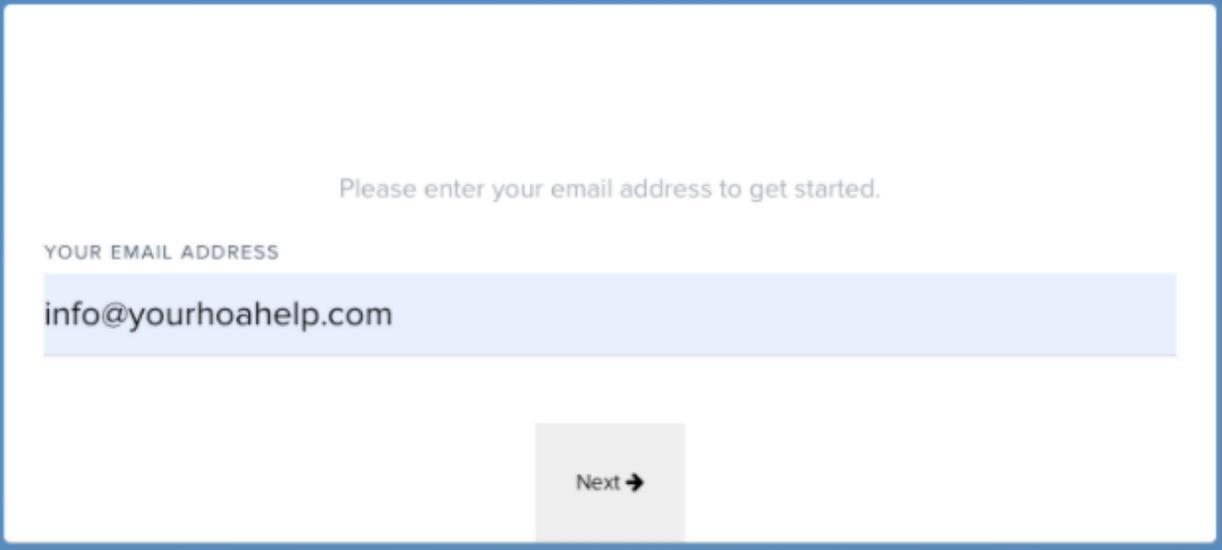
Welcome! • Community Information • **Account** • Contact Us

Step 3: Click on the “Create a New Account” button.



CREATE A NEW ACCOUNT

Step 4: Enter your Email Address and hit “Next”. *(be advised that this is the email address that you will login with and that we will use to send you updates from the portal)*



Please enter your email address to get started.

YOUR EMAIL ADDRESS

info@yourhoahelp.com

Next →

Step 5: Fill in your information. *Note: It is always important to check to make sure that the association name listed is the association you belong to.*

Join your HOA

Please provide your info and our team will get you added to your HOA

YOUR HOA NAME

Sample Homeowners Association, Inc.

YOUR NAME **EMAIL ADDRESS***

Bob Sample info@yourhoahelp.com

UNIT ADDRESS*

1511 Sample Street

CITY*	STATE*	ZIP*
Greenfield	Indiana	46140

JOIN!

Step 6: Check the email that you signed up with for a “Registration Email”.

Step 7: Click the “Setup My Account” button.



Sample Homeowners Association, Inc.

MEMBER NAME	ACCOUNT NUMBER
Sample, HOA	4690-260306
MEMBER EMAIL	
info@yourhoahelp.com	

Step 8: Fill in all of your account information including a password.
Note: this password is not shared with anyone from our team.

Welcome to PayHOA

You have been invited to join PayHOA to help you manage your finances and pay your fees/dues as member of Brianwood Trace HOA c/o Your HOA .
Please provide the following member information to finish setting up your account.

Member Information

First Name

Last Name

Confirm Email Address

Email address must match the one your activation email was sent to.

Phone

Create Password

Confirm Password

Current Address

Address

Address 2 (optional)

City

State/Province

Zip

Select **“Save Account Details”**.

To Login to an Existing Account:

Step 1: Visit your communities website.

Welcome! • Community Information • **Account** • Contact Us

Step 2: Navigate to the “Account” Page.

Step 3: Click on the “Login to Existing Account” button.



Step 4: Enter your Email Address and Password then select “LOGIN”.

Summary of Portal Features:

There are many great features to the portal that you as a board member can take advantage of. Below is a quick summary.

 **Dashboard**

This is where you can see a summary of your account. This includes Outstanding Invoices, Account History, Payment History, Shared Community Documents, Arch Request Info and more.



This button allows you to quickly and easily make a payment using a Credit Card (additional fees included), ACH Debit (free) or Auto Draft.

 **Documents**

These are the documents that have been shared electronically with your unit. These include Board meeting minutes, Violation letters to your property, copies of the Governing Documents and more.



Architectural Requests

This section is used to fill out an Architectural Request for your property. For example, changing the color of your homes exterior, building a deck or patio, etc. There is also an easy to use website address that you can use to do this as well if you don't have portal access - www.yourhoahelp.com/arch



Violations

This page will allow you to see any open violations for your property. You can also respond to these within the portal from your account.



Calendar

This is a public community calendar. Homeowners and Board members can view this calendar which can include events within the community, meeting dates and more.

Thank you for taking the time to review this document. As always, we know you are going to have questions and we are ready to help.

Please contact us at support@yourhoahelp.com with any questions! :)

- The Your HOA Management Team