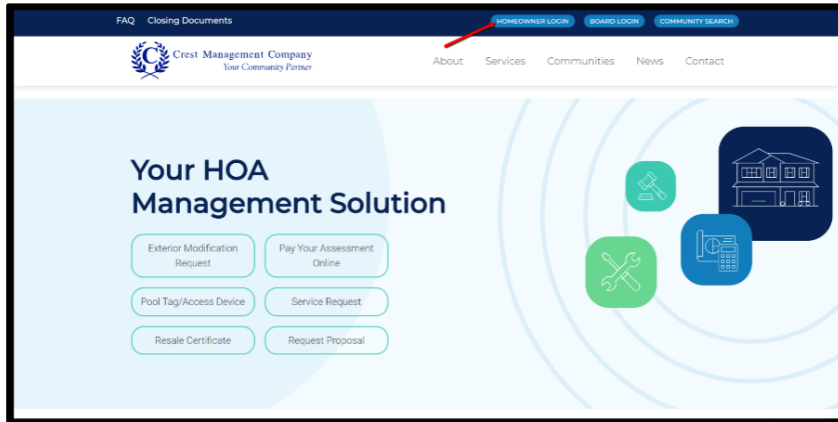
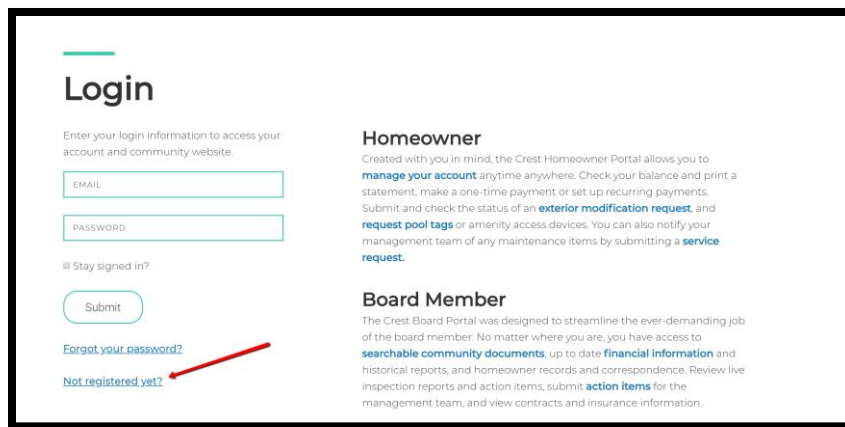


How to Create a Homeowner Account (Request a Temporary Password)

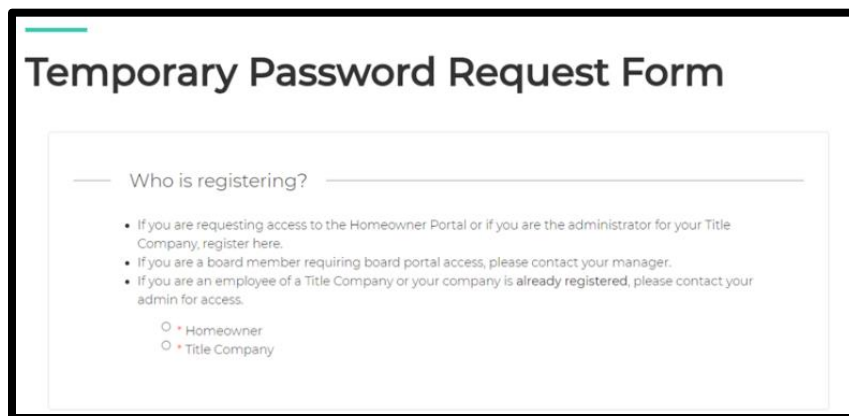
Step 1 – Go to www.crest-management.com and click on Homeowner Login.



Step 2 – Click Not Registered Yet?



Step 3 – Select Homeowner and click Continue.





How to Create a Homeowner Account (Request a Temporary Password)

Step 4 – Enter your first and last name and email address. Search for your home address by entering the number and street name. A list of matching options will appear. Select your address from the list rather than continuing to type.

The screenshot shows a web form titled "Account Information". It contains two input fields: "ENTER FIRST & LAST NAME" and "ENTER EMAIL". Below these is a section titled "Search for your address:" with a text input field. An example "Example: '17171 Park'" is shown in the input field. Below the input field, there is a note: "Please note to only type the beginning of your street address - city and state are not necessary." and another example: "For example: '17171 Park'". At the bottom of this section is a "Search Address" button.

Step 5 – Click your address to proceed. If your address is not shown, click Cancel to go back.

The screenshot shows a confirmation screen with a green header that says "Please confirm your address below:". Below this is a white box containing the following address information:
Bay Colony Parkside
Community Association
3001 Atwood Falls Lane
Dickinson TX 77539
At the bottom right of the screen is a "Cancel" button.

Step 6 – If you own more than one home, you can continue to search for the addresses one by one and add them to the registration.



How to Create a Homeowner Account (Request a Temporary Password)

Step 7 – Select whether you are an owner or tenant and whether you want to receive your temporary password by email or mail. *To receive it by email, you are required to upload two proof of residency documents including a state-issued photo ID and an additional document listing your name and property address (closing document, utility bill, etc.). You are not required to submit documentation if you select to receive it by mail.*



3001 Atwood Falls Lane Registration

Bay Colony Parkside Community Association
3001 Atwood Falls Lane
Dickinson, TX 77539

* Owner
 * Tenant

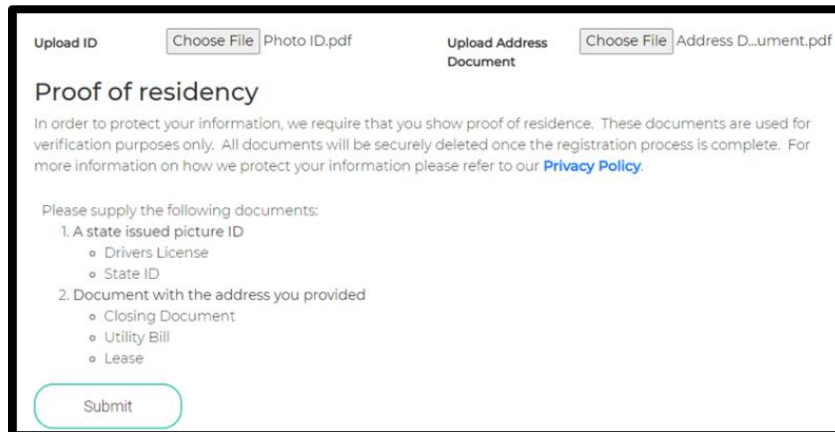
Temporary Password Delivery Method
If you do not want to submit proof of residency, please select mail.

Email Mail

Step 8 – If you chose to receive your temporary password by email, click Choose File to find and select your documents. Make sure to upload separate documents to the Upload ID and Upload Address Document fields.

If you chose to receive your temporary password by mail, the Upload fields will not be present.

Click Submit.



Upload ID Photo ID.pdf Upload Address Document Address Document.pdf

Proof of residency

In order to protect your information, we require that you show proof of residence. These documents are used for verification purposes only. All documents will be securely deleted once the registration process is complete. For more information on how we protect your information please refer to our [Privacy Policy](#).

Please supply the following documents:

1. A state issued picture ID
 - Drivers License
 - State ID
2. Document with the address you provided
 - Closing Document
 - Utility Bill
 - Lease



How to Create a Homeowner Account (Request a Temporary Password)

Step 9 – You will see a confirmation message once your request has been successfully submitted. You will also receive a confirmation email. If you do not receive an email, notify your management team.

Thank you!

Your request has been submitted.

Your request for access has been received and if your submission has been approved you will receive your temporary password within 2 business days.

Please add the address Do_Not_Reply@crest-management.com to your safe sender list, to avoid any delays in receiving your documents.

Subject: **Your Temporary Password Request has been submitted**
To: **jsmith**
From: **do_not_reply@crest-management.com**
Received: **Wed Jul 22 2020 18:54:03 GMT-0500 (Central Daylight Time)**

Thank you!

Your request has been submitted.

Your request for access has been received and if your submission has been approved you will receive your temporary password within 2 business days. Please add the address Do_Not_Reply @crest-management.com to your safe sender list, to avoid any delays in receiving your documents.

Step 10 – Once your request has been processed, you will receive a temporary password by whichever method you selected.

Subject: **Your Homeowner Portal Access Request has been processed**
To: **jsmith**
From: **do_not_reply@crest-management.com**
Received: **Thu Jul 23 2020 09:41:44 GMT-0500 (Central Daylight Time)**

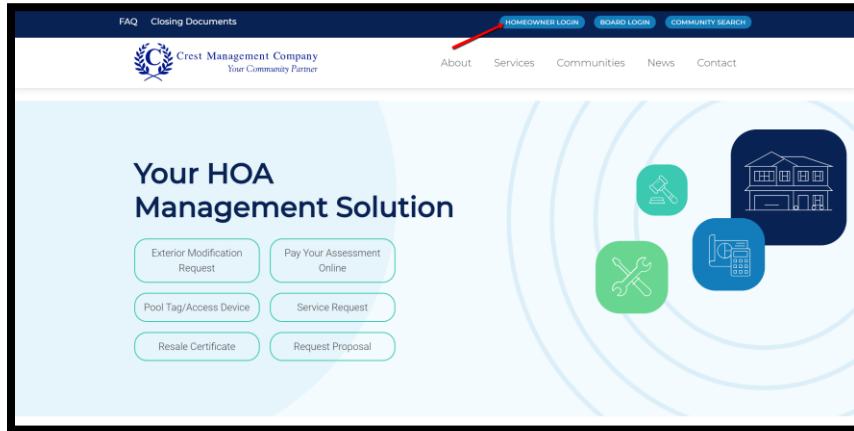
Bay Colony Parkside Community Association

Your Homeowner Portal Access Request has been Approved. Please use the temporary password below to complete the registration process.

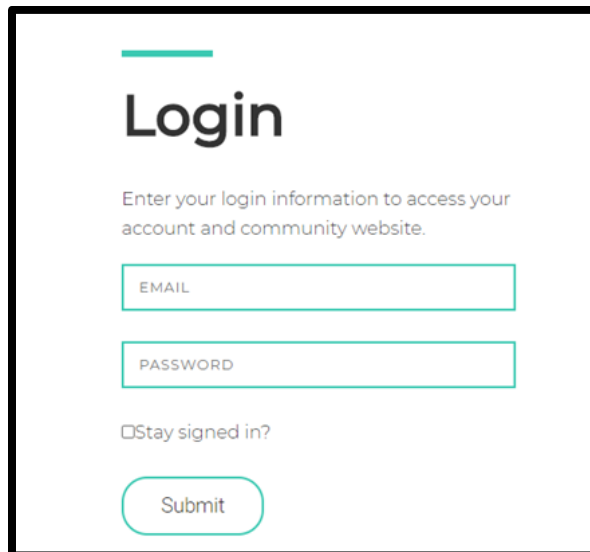
Temporary Password: TestPassword71

How to Create a Homeowner Account (Request a Temporary Password)

Step 11 – Go to www.crest-management.com and click on Homeowner Login.



Step 12 – Enter your email address and the temporary password you received. Click Submit.

A screenshot of the website's login page. The page has a white background with a teal accent. At the top, there is a teal horizontal line followed by the word 'Login' in a large, bold, black font. Below this, a subtitle reads 'Enter your login information to access your account and community website.' There are two input fields: one labeled 'EMAIL' and another labeled 'PASSWORD'. Below the input fields is a checkbox labeled 'Stay signed in?'. At the bottom of the form is a rounded rectangular button labeled 'Submit'.



How to Create a Homeowner Account (Request a Temporary Password)

Step 13 – Your name and email will be prefilled. Enter your phone number and the password of your choice. Confirm the password by entering it again.

Register

Addresses

Bay Colony Parkside Community Association
3001 Atwood Falls Lane 108BV0302006

Account Information

Jane Smith

jsmith@mailinator.com

PHONE NUMBER

PASSWORD

CONFIRM PASSWORD

Step 14 – Review the Terms and Conditions and check the box to confirm your acceptance. Click Register.

Terms and Conditions

Crest Management has created this Privacy Policy to inform those concerned with how their Personally identifiable information ("PII") is being used online. PII, as used in US privacy law and information security, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Please read this Privacy Policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your PII in accordance with our website. 1. HOW OUR PRIVACY POLICY WORKS Crest Management cares about your Privacy. Your personal data, content, subscriptions, interests, and clicks are all private. Advertisers are NOT, or their and contact is not, mine, for marketing purposes. We don't sell your information to mailing lists, third...

I agree to the the terms and conditions

Register

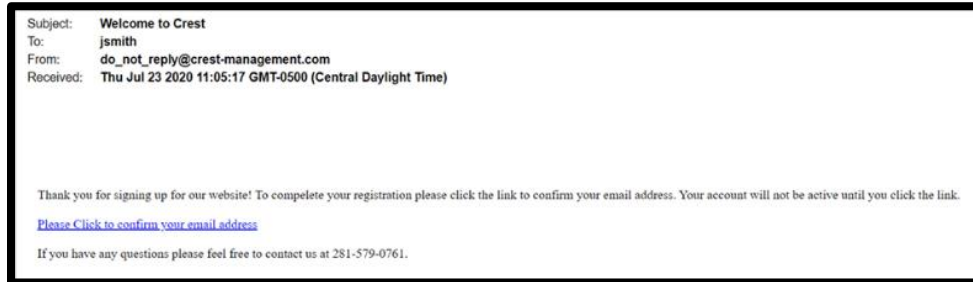
Step 15 – An advisory message will appear stating that as a final precaution, a verification link will be sent to your email.

Registration is Not Complete

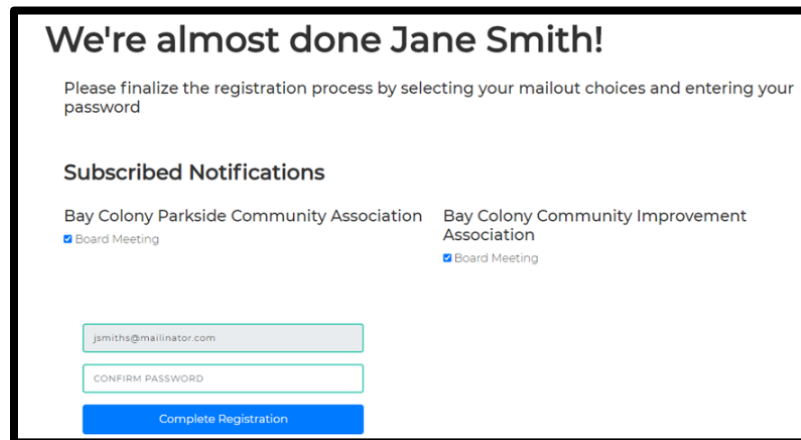
Registration is not complete. You will be receiving an email shortly with a verification link. Please click the link to finish the registration process. If you do not receive the confirmation link in a few minutes, please check your junk and spam folders. Please add the address Do_Not_Reply@crest-management.com to your safe sender list, to avoid any delays in receiving our communications.

How to Create a Homeowner Account (Request a Temporary Password)

Step 16 – From the verification email, click the link to confirm your email address.



Step 17 – Select the topics for which you would like to receive email notifications, enter the password you created and click Complete Registration.



Step 18 – Welcome to your Homeowner Dashboard!

