

## **Registration on Owen Glen Website**

Following are specific instructions for registering on the OG Website:

1. Choose Register in the upper right hand part of your screen.
2. Complete information on the page. Helpful hints and common problems:
  - a. Areas that have gray sample text, such as the address field, cannot be erased. Simply put your cursor in the box and as you type, the sample text will disappear. If you do not live in the community, utilize your mailing address.
  - b. For "I am..." field, choose Homeowner even if you only own property.
  - c. Unit # refers to your lot number. Should you own two or more, separate with a comma. Example: 76, 98
3. Be sure to Click on Register at the bottom of the page when you are done.
4. Your registration must be approved before you can access all the features of our site. This generally takes about a day. You will be notified by email that your registration is complete.
5. Once your approval is sent, you should login to site up in the upper right hand corner.
6. Once you see your name in place of login, click on the drop down arrow next to your name and explore your options.
7. Account Settings>General allows you to review your initial information and make changes.
8. Account Settings>Login Info gives you the option to change your password.
9. Account Settings>Profile lets you give provide a little more info about you and your family.
10. Account Settings>Social allows Social Media links (no one has used this option!).
11. Account Settings>Contact controls email notifications from the Association. We recommend you not change these settings. Doing so could cause you not to receive important information.
12. Account Settings>Privacy Controls what others can see about you on the website.
13. There is a Communications Archive as another option on the dropdown menu that keeps a record of all content sent your way.

Any questions, feel free to contact: [secretary@owenglenpoa.com](mailto:secretary@owenglenpoa.com) or [social@owenglenpoa.com](mailto:social@owenglenpoa.com)

