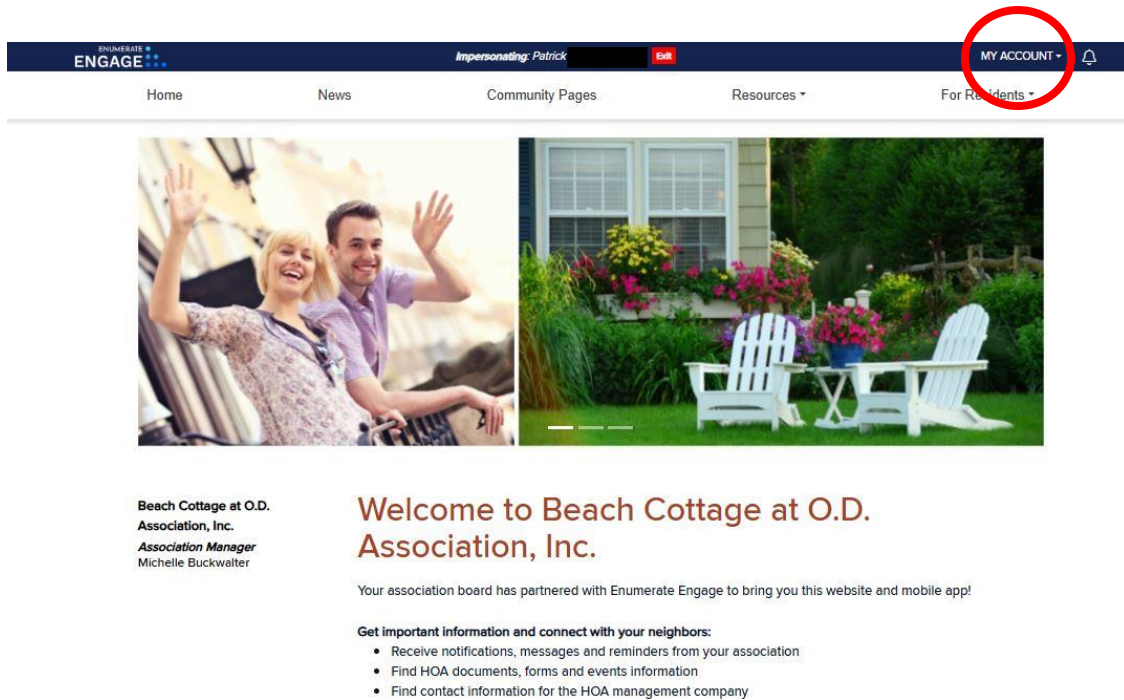


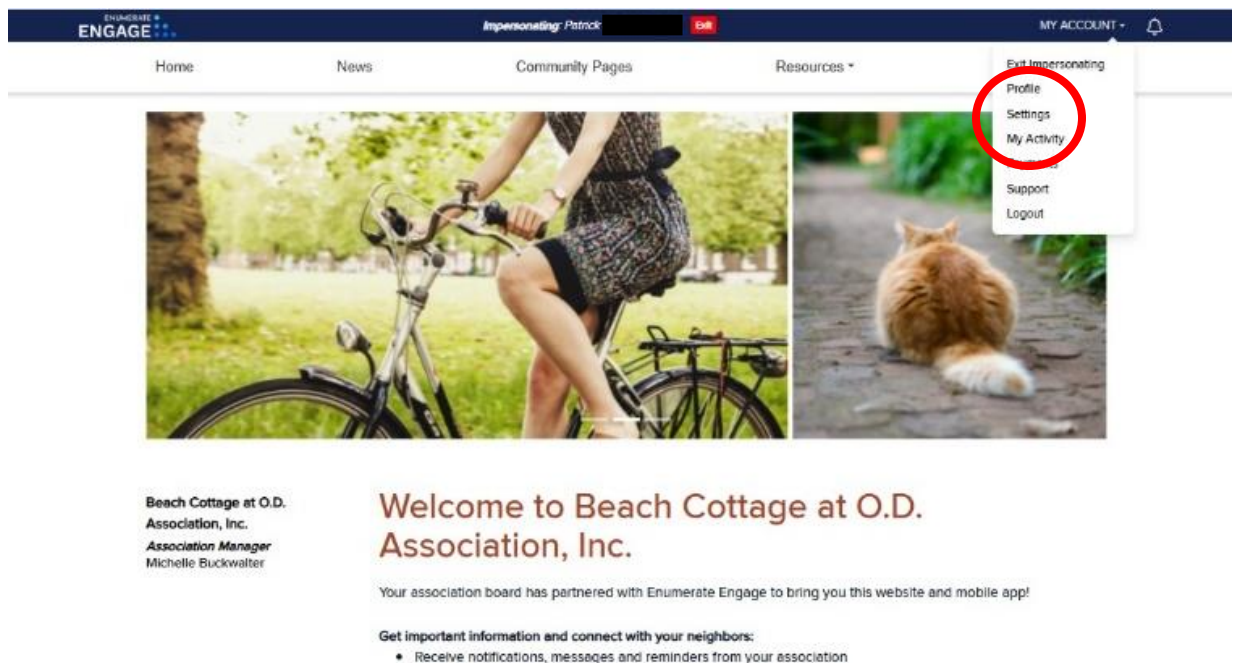
How to Add a Login to your Portal Account for other Residents in your Unit/Lot

This guide provides instructions for primary account holders on granting individual access to a household account within the portal. Each household member must have their own account. If you are the primary account holder and your community has enabled the household accounts feature, you can create an account for a family member living at the same address.

Step #1 – Click “My Account” up on the top right of the screen



Step #2 – In the drop-down menu, click “Settings”



Step #3 – Click “Household Accounts” in the left-hand side menu

The screenshot shows the user profile page for Patrick [REDACTED] at Beach Cottage at O.D. Association, Inc. The top navigation bar includes Home, News, Community Pages, Resources, and For Residents. The user's name and address (1919 Spring Drive, N. Myrtle Beach SC 29582) are displayed. A menu of options is shown below the profile, including Exit Impersonating, Profile, Settings, My Activity, Payments, and Support. The 'Settings' menu is expanded, and 'Household Accounts' is circled in red. Below the menu is a 'Get the App' button and a smartphone icon.

Beach Cottage at O.D. Association, Inc.

MY ACCOUNT

- Exit Impersonating
- Profile
- Settings
- My Activity
- Payments
- Support
- Logout

Notifications

Email Notifications

- Association News: Immediately
- Social: Don't Notify
- Updates to my posts: Immediately
- Updates to payments: Don't Notify
- Updates to notices & requests: Don't Notify

UPDATE

Text Message Notifications

To receive text message (SMS) notifications, select **Immediately** per category and be sure to enter a mobile phone number into your [contact information](#). To stop receiving all text messages, reply STOP to the text message you received. Reply SUPPORT if you need technical support. Message & data rates may apply. Message frequency will vary. [Privacy Policy](#) [Terms of Use](#)

- Association News: Don't Notify

UPDATE

Get the App

Step #4 – Click “Add Household Accounts”

The screenshot shows the user profile page for Patrick [REDACTED] at Beach Cottage at O.D. Association, Inc. The top navigation bar includes Home, News, Community Pages, Resources, and For Residents. The user's name and address (1919 Spring Drive, N. Myrtle Beach SC 29582) are displayed. A menu of options is shown below the profile, including Exit Impersonating, Profile, Settings, My Activity, Payments, and Support. The 'Settings' menu is expanded, and 'Household Accounts' is highlighted. Below the menu is a 'Get the App' button and a smartphone icon.

Beach Cottage at O.D. Association, Inc.

MY ACCOUNT

- Exit Impersonating
- Profile
- Settings
- My Activity
- Payments
- Support
- Logout

Household Accounts

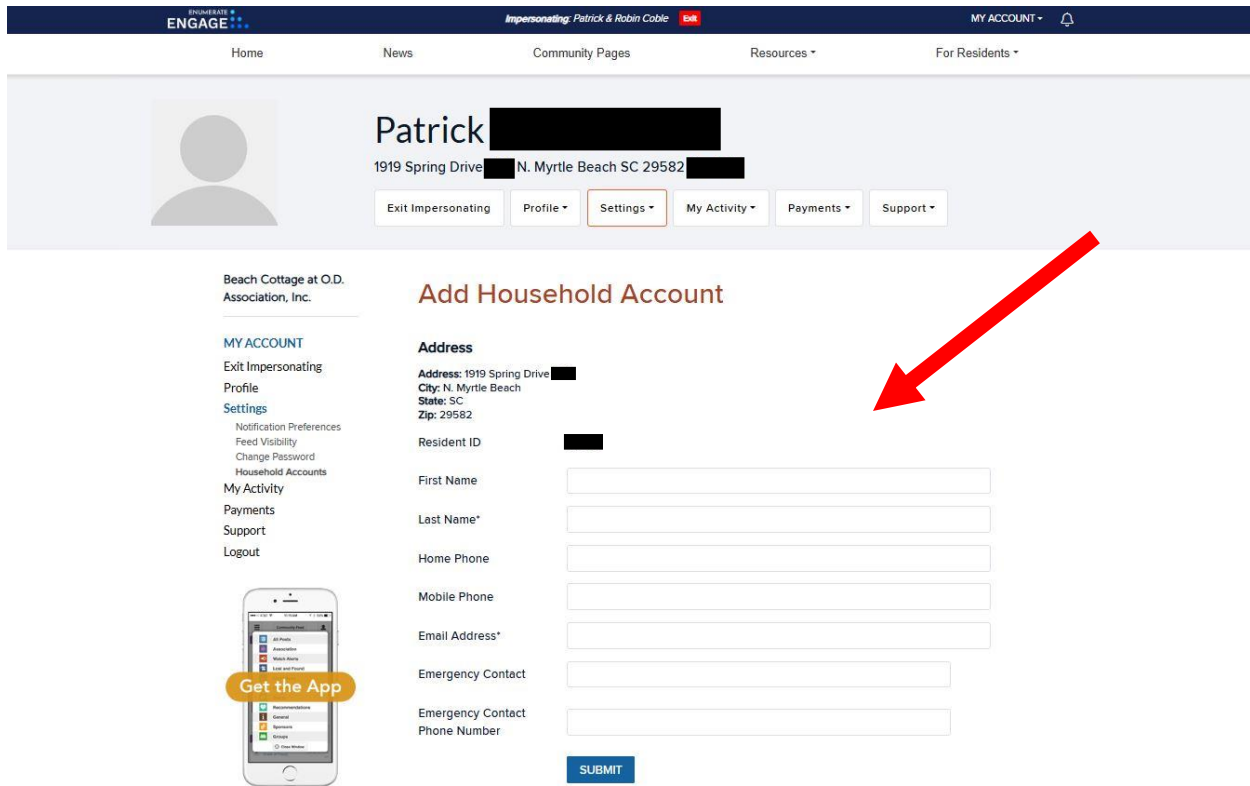
You can create up to **five household accounts** for adult household members (18 years or older) residing in this address. Upon creating an account we will automatically send a welcome email with login credentials.

Please note: Household account holders can access the Payments and Notices pages associated to your primary address if you have entered in your account number.

Add Household Account

Get the App

Step #5 – Add in the new account holder’s information for your unit/lot



The screenshot shows the user profile page for Patrick [REDACTED]. The user's address is 1919 Spring Drive [REDACTED] N. Myrtle Beach SC 29582 [REDACTED]. The 'Settings' menu item is highlighted with a red box. A red arrow points from the 'Settings' menu to the 'Add Household Account' form.

Beach Cottage at O.D. Association, Inc.

MY ACCOUNT

- Exit Impersonating
- Profile
- Settings
- Notification Preferences
- Feed Visibility
- Change Password
- Household Accounts
- My Activity
- Payments
- Support
- Logout

Add Household Account

Address

Address: 1919 Spring Drive [REDACTED]
City: N. Myrtle Beach
State: SC
Zip: 29582

Resident ID [REDACTED]

First Name

Last Name*

Home Phone

Mobile Phone

Email Address*

Emergency Contact

Emergency Contact Phone Number

SUBMIT

Get the App

In this area, you can add up to 5 household accounts. Enter in First Name, Last Name and Email.

When you add an account, the system will email the new account's login credentials automatically to the resident. You can edit or delete the account (in case of an entry error), if the household member has not logged in. You cannot edit or delete the account after the user has activated their account.

If you have any questions, please contact us at Coastal Association Management at 843.663.2040.