



Quick-Start Guide:

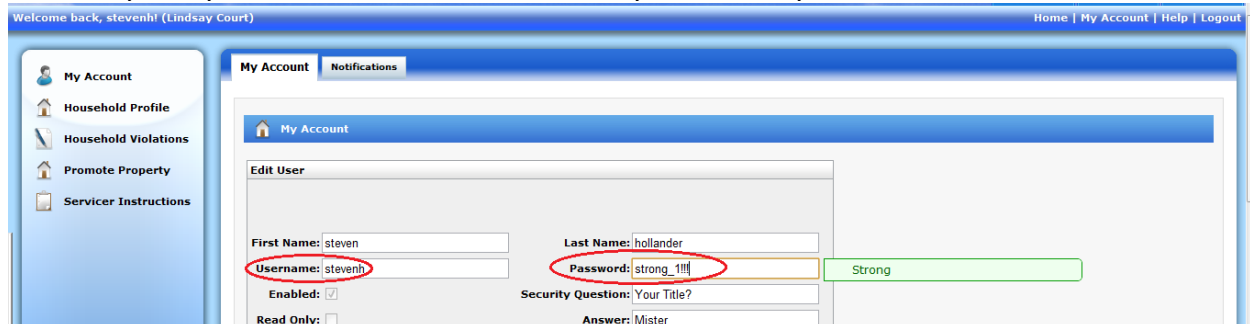
See the following screen views for instructions for guidance on setting up your account.

1) My Account

Go to your community website login page and login with your user name and password. Once you are in the system, select “My Account.” This is located in the blue bar, near the top of the screen, on the right side.

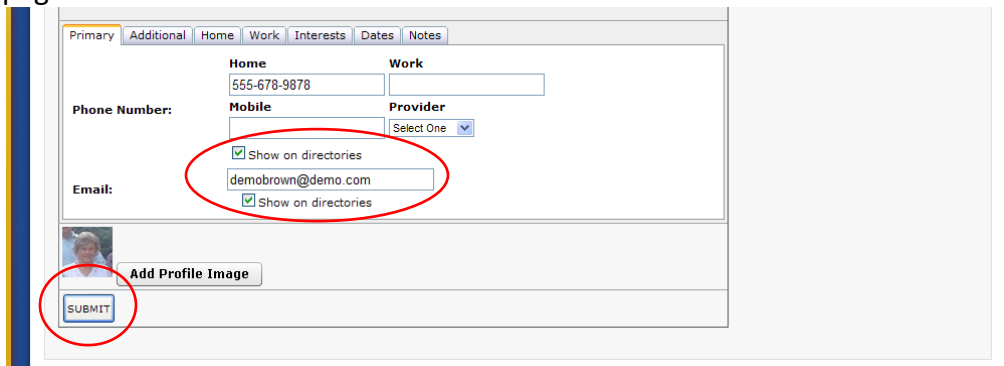


Change the username and password to a secure combination. Simply replace the text in the username and password fields with a username and password you will remember. The system will alert you if your selected username is already in use and you need to select another one.



Also setup a security question and answer. You will be prompted for this information if you forget your password.

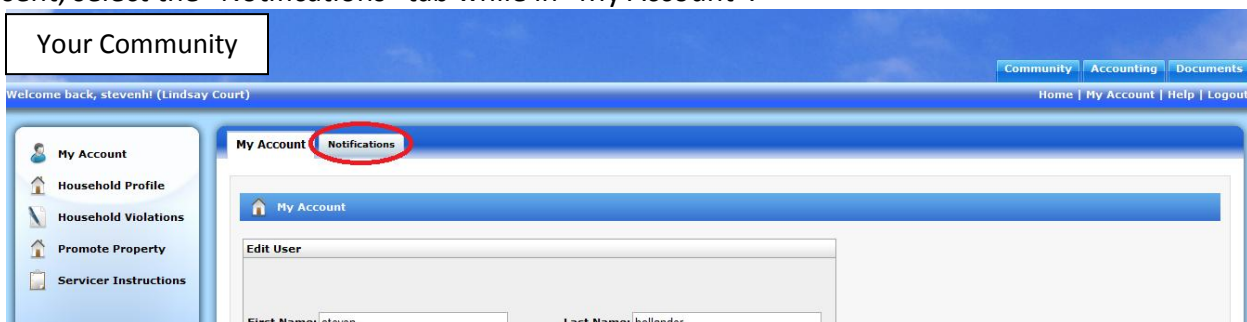
Below the username and password area are fields for your phone number(s) and email address. If you wish to keep this information confidential, be sure and “uncheck” the box labeled “show in directories”. Once you make these changes, be sure to click “Submit” at the bottom of the page.



The screenshot shows a user profile form with tabs for Primary, Additional, Home, Work, Interests, Dates, and Notes. The Home tab is active. Under 'Phone Number', there are fields for Home (555-678-9878), Mobile, and Work. A 'Provider' dropdown menu is set to 'Select One'. Below these are two checkboxes for 'Show on directories', both of which are checked and circled in red. The email field contains 'demobrown@demo.com' and also has a checked 'Show on directories' checkbox circled in red. At the bottom left, there is a profile picture placeholder, an 'Add Profile Image' button, and a 'SUBMIT' button, both of which are circled in red.

2) Notifications

Certain community events or actions trigger a notification message – which can be sent to you via email or SMS txt according to your notification settings. To control what notifications are sent, select the “Notifications” tab while in “My Account”.



The screenshot shows a user's 'My Account' page. The 'Notifications' tab is selected and circled in red. The page header includes 'Your Community' and navigation links for 'Community', 'Accounting', and 'Documents'. A welcome message reads 'Welcome back, steven! (Lindsay Court)'. The left sidebar contains links for 'My Account', 'Household Profile', 'Household Violations', 'Promote Property', and 'Servicer Instructions'. The main content area shows the 'My Account' section with an 'Edit User' form. The 'First Name' field contains 'steven' and the 'Last Name' field contains 'hollander'.

By default, your community may have set the Community Alerts, Community Announcements and New Email Messages events to “yes.” Any item that is checked as “yes” will permit a notification to the email address you entered in My Account and an SMS (Short Message Service, aka text message) to the cell phone number you provided (the mobile service provider must also be selected.) If you *do not* wish to receive these notifications, “uncheck” the appropriate boxes. Check any additional boxes for the notifications you would like to receive.



My Account **Notifications**

Email and SMS notifications are sent out to the email address and mobile phone number on file in the system. Please [click here](#) to update this information.

Event	Notifications	
	Email	SMS
Community Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Email Messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wall Posts	<input type="checkbox"/>	<input type="checkbox"/>
New Invoices	<input type="checkbox"/>	<input type="checkbox"/>
New Message Board Topic	<input type="checkbox"/>	<input type="checkbox"/>
New Event	<input type="checkbox"/>	<input type="checkbox"/>
New Votes	<input type="checkbox"/>	<input type="checkbox"/>
New Photo Galleries	<input type="checkbox"/>	<input type="checkbox"/>

After making changes, be sure to select “Save Notifications” to apply them to your account.

Safety Center Updates	<input type="checkbox"/>	<input type="checkbox"/>
New Document	<input type="checkbox"/>	<input type="checkbox"/>

SAVE NOTIFICATIONS

For technical support, please send an email to support@interactioncs.com.

Thank You.



The following is a list of online features available to you as a member of your community website.

Member Features

Directories – *Enabling members to find each other in the system is key to initiating interaction.*

- Search the member directory by name, telephone number, e-mail address or unit number.
- Members have the option to include their information in the secure member directory.

Safety Center – *Your gateway to communicating with the Public Safety department*

- Lookouts - Important information concerning missing persons, wanted persons, be on the lookout and suspicious activities are shared with you by the police department. You also have the opportunity to search the database if you have a question and can communicate directly with the officer should you have relevant information.
- Home Watch – Leaving on vacation or business and concerned about your property? Submit a home watch request and get updates from the police department while you are away.
- Directory – Are you not sure who to communicate with in the police department? Select the Contact a Safety Official and send your email directly to the individual whom you are seeking.
- Safety Tips – learn about important ways to protect you, your family and valuables.
- My Filing Cabinet – create a virtual filing cabinet for all of your important valuables.

Message Boards - *Creating a secure, comfortable and easy to use environment where people can share ideas and thoughts is one of the most effective methods in improving community mindshare.*

- By using the message board feature, you have the ability to engage the community by creating your own social network where members can share thoughts, post new messages and/or pose questions in a private and secure environment and allow other members to respond and comment.
- Members can be notified via email when a “new topic” has been created on the message board. This notification process can be turned on or off by the individual member or administrator.
- Topics are searchable and can be organized into categories for easy access.



Email - *Need to send a mass email to all members, email a select group such as “The Board of Directors” or even an individual member?*

- No problem – just use the secure internal email feature. All emails are viewable via the system email feature as well as forwarded to a member’s external email address (if permitted by that member.)
- Members may be allowed to attach documents to the email as well as publish the email as a topic on the message board.
- Save formatted messages as a template to reuse for future emails.
- Save and review “Sent Items”, “Deleted Items” and “Inbox”.
- Don’t have an email address? No worries you can still receive, read and send emails within the system to other community members.

Individual “Walls” - *While email is a personalized form of communication, are there times when you would like to post a quick message?*

- The “Wall” is a space on each user's profile page that allows friends to post messages for the user to see while displaying the time and date the message was written.
- A member’s “Wall” is visible to any other member. A member picture, if available, as well as certain information on the member will be displayed.
- Many users use their friends' Walls for leaving short, temporary notes. More private discourse is saved for Email Messages, which are sent directly to a member’s inbox, and visible only to the sender and recipient(s) of the message.

Mobile (SMS) Notifications – *Are you interested in maximizing technology use to stay in tune with your community? What better way than to communicate directly than with your phone or handheld device?*

- Using Interaction, members can get community updates and newsfeeds directly on their mobile device.
- Members can rest easy knowing that important community updates have been received by the Board of Directors.
- Members control how they would like to receive messages. They can turn on/off the email and text (SMS) notifications from their Member profile.