

# ELDORADO HEIGHTS WEB SITE INSTRUCTIONS

## FOR THE RESIDENTS

We are in the process of building our community communication system around our web site. This will allow us to save money as well as get information out to our residents from an easy to access modern system. As a resident of ELDORADO HEIGHTS, you will have more options for viewing and using our web site.

**IN ORDER TO ALLOW THE ASSOCIATION TO USE THIS SYSTEM AND TO KEEP THE INFORMATION SAFE FOR RESIDENTS AND HOMEOWNERS, THERE ARE TWO NEEDED STEPS THAT ALL WILL NEED TO TAKE TO BEGIN.**

### NAVIGATING OUR WEB SITE

1. Open your Browser window (safari or chrome etc)
2. Type into your address bar the URL for the Eldorado Web site – [www.EDH-HOA.com](http://www.EDH-HOA.com)
3. After the web site loads, you should see the home page. You can navigate to each of the PUBLIC PAGES by using the NAVIGATION BAR under the EDH-HOA picture. Get familiar with the pages of the site which will be updates as our site grows.

### SETTING YOURSELF UP IN THE SYSTEM

#### STEP ONE

1. Log into the web site as described above. CLICK the ELDORADO RESIDENTS link on the menu bar.
2. At the bottom of the page there is a CONTACT FORM. Each resident has the option of filling out the form. (not just one per family). Fill out the information you want to use to be contacted, such as email address and

phone number. (This information will be used to send out emails and notification when needed.) Then click SUBMIT.

3. Once you fill out the information, DON'T FORGET TO CLICK THE CHECK BOX AT THE BOTTOM. This is an option to NOT use this system or unsubscribe to the online notification system. If you CHECK THIS BOX, you will not be able to become a member and therefore will not see the PRIVATE PAGES of the EH HOA ONLINE.
4. Once you have submitted this contact form you should navigate back to to the HOME PAGE to set up your MEMBER ACCOUNT.

## **STEP TWO**

5. At the top righthand corner of the Home page you will see a **LOGIN BOX**. Click that box.
6. If you are doing this for the first time – CLICK **SIGN UP**
7. You will then have the option to **SIGN UP or LOG IN WITH GOOGLE.** ( if you already have a GOOGLE ACCOUNT you can use this email account email and password to access the EHHOA system.)
8. If you do **not** then just choose **-SIGN UP WITH EMAIL**
9. **Add your current email address and a secure password.**

**ONCE YOU ARE SIGNED UP, YOU WILL THEN HAVE TO WAIT TO BE APPROVED BY OUR WEB SITE MANAGER. IF YOUR INFORMATION IS ALREADY VALIDATED PREVIOUSLY BY ENTERING IT YOURSELF INTO THE CONTACT FORM, THIS WILL HAPPEN QUICKLY.**

**AFTER BEING APPROVED YOU WILL BE ABLE TO SEE THE CURRENT AND NEW MEMBER ONLY PAGES AS WELL AS ALL OF THE OTHER PUBLIC PAGES.**

**Find out more about these pages in coming weeks as you view the web site and receive email notifications.**