Creating Your Online Account

1. Visit www.towneproperties.com
2. Hover over the *Login* link
   a. select *HOA/COA Login*
      i. *If you community has its own website, please visit that site instead.*
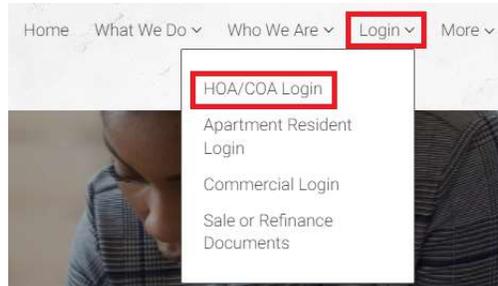
3. Click on *Click Here to register.*

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4. Fill in all Required Fields
   a. Registration Code/Account Number: XXXXX

A verification email will be sent to you. You will need to open the email and follow the steps given to validate your email address. Once you have validated your email address you will be able to access your online account.

*Do you have multiple properties?

If you have multiple addresses, to register for another simply repeat steps 1-4. When entering your email address on step 4, a pop-up screen will alert you that you have an existing account, simply click *Use my existing account*. Enter the same email and password that you created your original account with but enter in your other registration code. Once completed you will then receive an email confirming your additional address has been linked to your existing account.

*This online account offers you the ability to:

- View your ledger in real time
- Make one-time payments
- Setup reoccurring payments
- View association documents