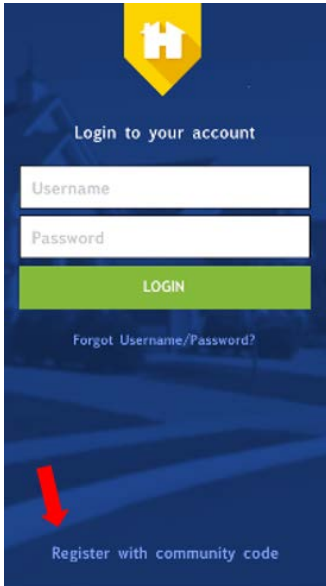


INSTRUCTIONS TO REGISTER FOR THE WEBSITE / MOBILE APP

PLEASE NOTE: *Not all of our associations have a website / mobile app. If your community does not have a website and you would like one, please contact the association manager or attend a Board Meeting to show your interest.*

Having trouble registering for a new account?

If you are having problems registering, please review the following instructions:

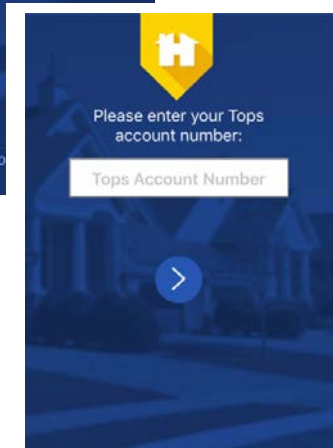


MOBILE APP INSTRUCTIONS

- TAP on **'Register with Community Code'**.
- When you do so, it will take you to a screen with a box that says; **'Registration Code'**. This is your Community Code, which was provided to you on the Quick Start Instructions that our office mailed to you. **TYPE IN THAT CODE** and click on the circle with an arrow below the code.

Note: If you have not received the Community Code, please email our office for assistance at helpdesk@landmarklimited.net.

- Next you will be taken to a screen asking for your **'Tops Account Number'**. Your account number can be found on your payment coupons and is also noted on the Quick Start Instructions that were mailed to you. If you do not know your account number, please contact our office for assistance.
- Your Email Address, New Username, New Password, First Name and Last Name are required to be filled in, in order to register. (Make a note of this information for future access to the website/mobile app)
- Then TAP on COMPLETE REGISTRATION
- A popup appears that says 'Thank you for registering. You may now be able to log in to your new account.'
- LOGIN TO YOUR ACCOUNT using the username and password with which you have registered, to gain access to the platform



IF YOU DO NOT HAVE A SMART PHONE, then please enter the web address provided and click on 'Member Login', then on 'Create Account' in the upper right-hand corner.

If you have any questions or need further assistance, please contact our IT HELP DESK for assistance.

They can be reached by sending an email to helpdesk@landmarklimited.net or by calling (916) 742-1151