

Website Registration and Due Payment Instructions - New Members



Process Overview

Joining the neighborhood association is easy, and can be done completely online. If you are not sure which membership type is right for you, we break that down for you on the "[Become a Member Now!](#)" page. **Joining is a three step process:**

1. **Apply for membership** by completing the membership application online.
2. Admins will **review / approve** the membership (essentially, just confirming your address is within the neighborhood boundaries) and then issue the appropriate invoice based on the desired membership level.
3. Login to the website, and **pay the annual dues** invoice.

Setup Your Account

Visit the neighborhood website and **click on the Register link** in the top right corner (or, on a mobile device, in the hamburger menu at the top left). Fill out the required fields on the multi-step registration form - ensuring to select the appropriate **membership type** - and select "Create Account."

You will first receive a confirmation e-mail on successful submission, and a second message when a website administrator approves your registration.

Once your account is approved, an administrator will create an invoice based on the membership level you selected. You will receive an email notifying you that the invoice has been created and is ready to be paid. You can then login to the website using the credentials specified previously and pay the invoice.

A screenshot of a web form titled "Create Account" with a close button (X) in the top right corner. The form is labeled "step 1 of 3". It contains four input fields: "Your First Name*" (with a "First Name" label below), "Your Last Name*" (with a "Last Name" label below), "Your Email*" (with an "Email" label below), and "Your Phone Number*" (with a "Phone Number" label below). A blue "NEXT STEP" button with a right-pointing arrow is at the bottom. Below the button, there is a red asterisk and the text "*Required Information" and a link "Already have an account? Log in here."

