



HOW TO UPDATE AN EMAIL ADDRESS & ASSIGN AS A UNIT OWNER OR OCCUPANT



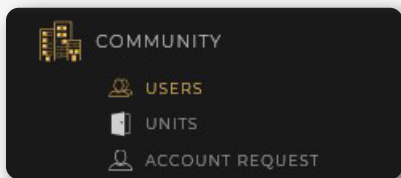
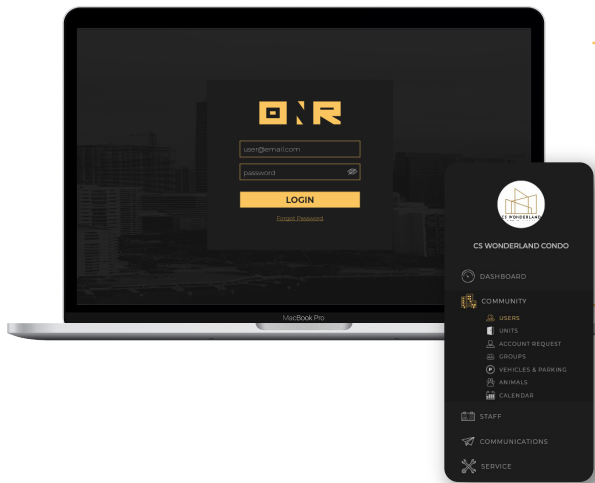
Steps for Updating an Email Address

1 Log In

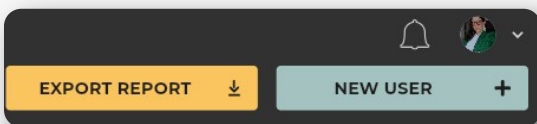
Log in to Power Admin with your username (email address) and the password from the Welcome Activation email.

2 Update an Email Address

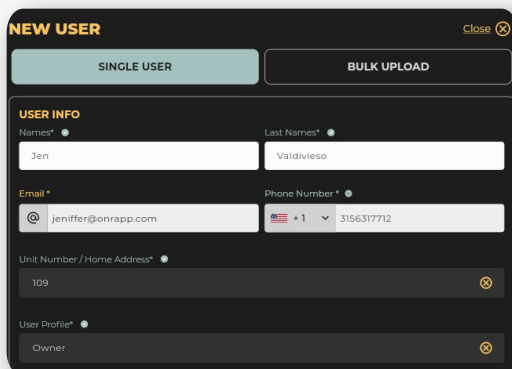
Keep in mind that email addresses cannot be updated for existing users. To update an email address, the user must be re-added as a new user. Follow these steps:



A From the main menu, click on **Community > User**.



B Click on **New User**.



C **User Info:** Enter the required fields: First Name, Last Name, New Email Address, Area Code, and Phone Number.

D **Unit Assignment:** Select the **Unit Number/Home Address** from the drop-down menu to assign the user.

IS THIS USER THE VOTING MEMBER OF THE ASSIGNED UNIT?

WARNING: Unit 109 already has an assigned voting member. Assigning a new voting member will revoke all voting privileges from the current voting member and signed unit consents. **PROCEED WITH CAUTION.**

Jonathan Huerta
Owner
Current Unit Voting Member

EMERGENCY CONTACT

Names: Last Names:

Email: Phone Number:

SEND ACCOUNT ACTIVATION EMAIL?

You can always send the account activation email at a later time

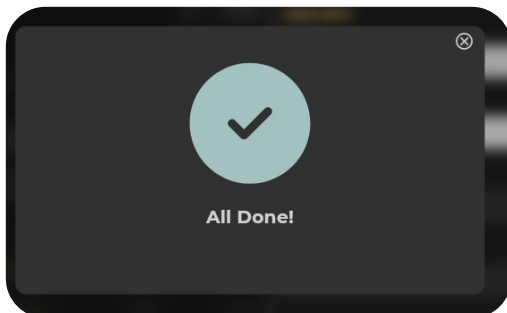
SAVE

E User Profile: If replacing an existing unit owner or tenant, select the appropriate type. The system will prompt you to confirm if you wish to replace the current owner or tenant.

F If assigning a resident, select the "Resident" type. Multiple residents can be assigned to a unit, and the system will not allow replacing existing residents.

G Is This User the Primary Member of the Assigned Unit? Toggle **On** or **Off**. If you toggle **On**, a warning message will appear, informing you that this will replace the current voting member.

H Emergency Contact: If you wish to add an emergency contact, enter the **Name, Last Name, Email, and Phone Number** of the emergency contact.



I Send Account Activation Email: Toggle the option to **On** or **Off** to send the account activation email to the user.

J Once all the information has been entered, click **Save** to finalize the process. A confirmation message will appear to indicate the process was successful.