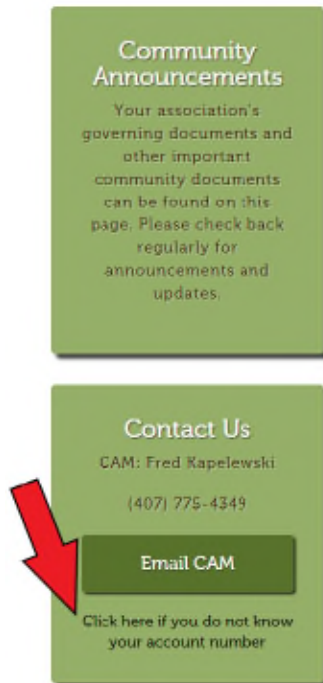


## Registering to Use Your Community Website

**Account Number:** Your account number can be found on your payment coupon book, if you have one. If you need an account number, click on **Click here if you do not know your account number** at the bottom of the home page (*see arrow, below*). An account number will be emailed to you shortly.



**Home page; Request an account number.**

Please contact [assessments@lelandmanagement.com](mailto:assessments@lelandmanagement.com) if you have any questions about obtaining your account number.

### Getting Started – Registering for Website Login Information

**You will need:** your account number and email address. If you don't have an account number, please see above.

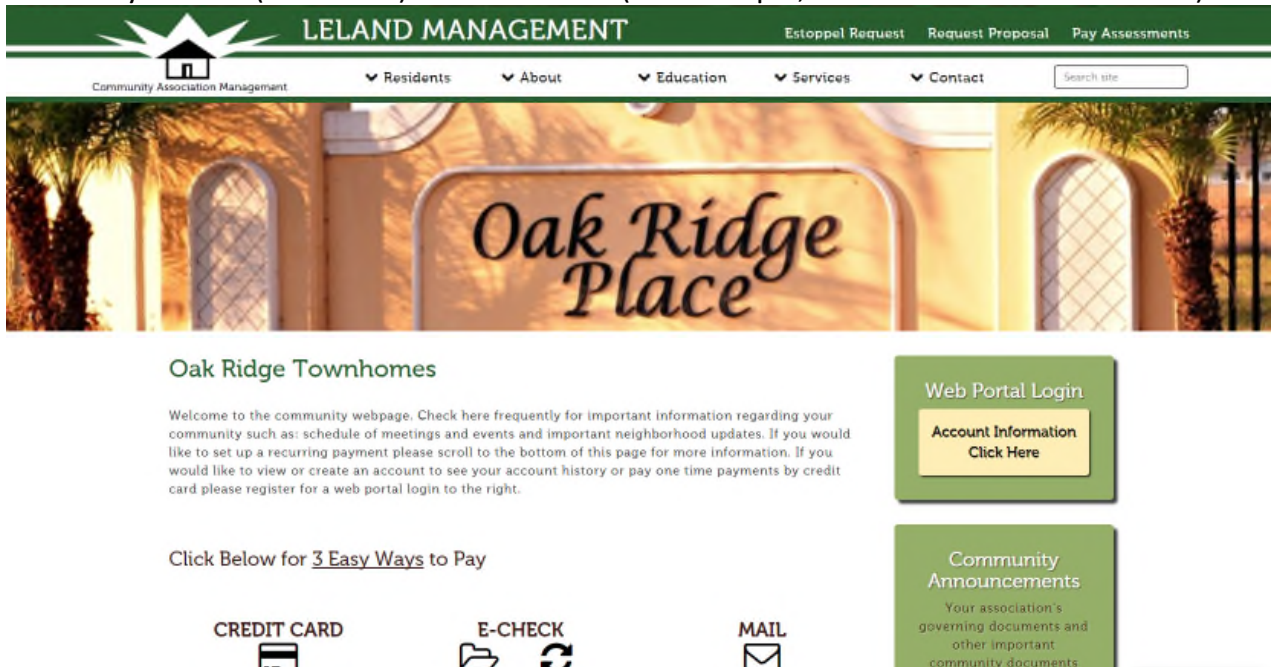
#### To get started:

Go to the Leland Management Resident Portal. Click on this link, or copy this address into your browser window. <https://www.lelandmanagement.com/contents/resident-portal>.



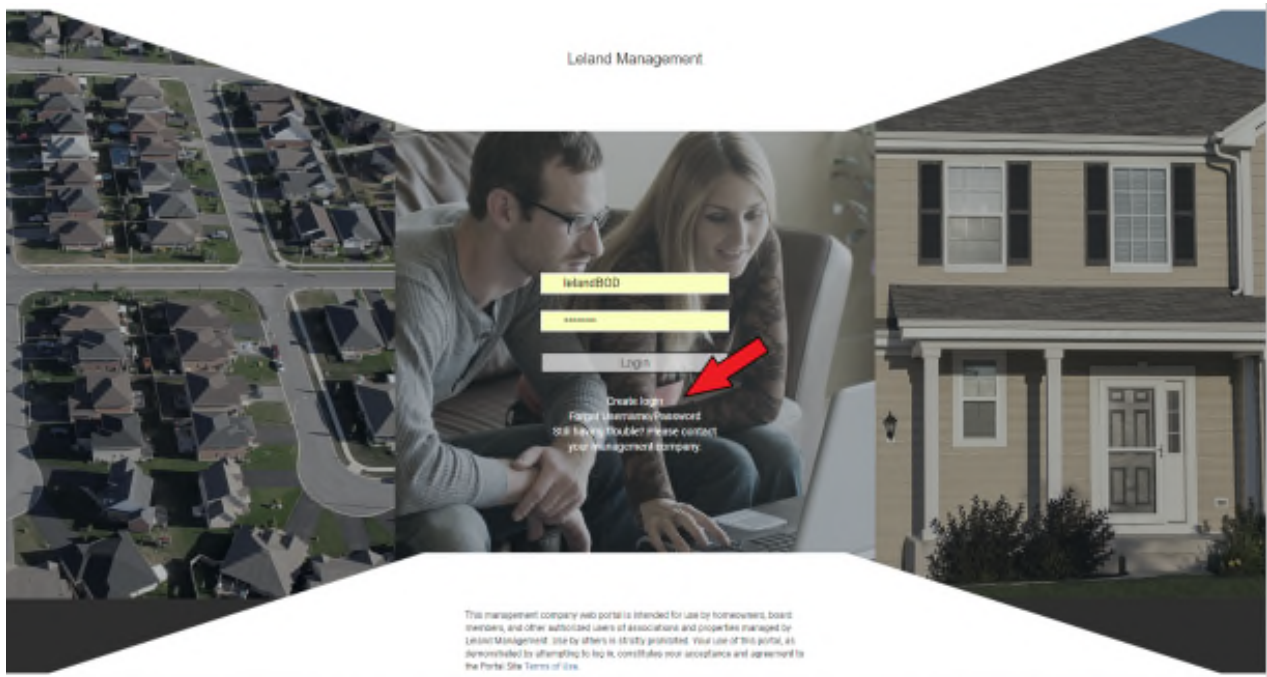
**Leland Management Resident Portal page.**

In the Resident Login box, click in the white area and type in the first four letters of your community's name (see arrow). Then click Go. (For example, Avalon Park would be AVAL.)



**Website Home Page. Your community may appear differently. Register for a user name and password from her by clicking on Account Information Click Here to the right. If this is your first time visiting the site, you must register for a login; if you have already done this then simply use your user name and password to log in.**

When you on Account Information, Click Here, this page will appear.



Click on Create login (Account Number Required). (See arrow, above.) The next window will allow you to enter your account number and email address to continue your registration.

Enter your account number. In the next box, enter your valid email address. If there is more than one contact, you must specify the contact name. When you have entered both your account number and email address and contact name if necessary, click Submit Registration

**NOTE:** If more than one person is listed as the owner, the select a contact screen will appear:

## Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number	<input type="text" value="100110011"/>
Email	<input type="text" value="mpacecca@lelandmanagement.com"/>
Select Owner	<input type="text" value="-Select name option-"/>

When you click Submit Registration Process, you will receive an email. The email will contain a link. Go to your email account, and click on the link in the email.

## Registration Successful!

You will receive an email containing a link to create your login and password shortly.

### ***Email containing registration link.***

The link returns you to the community portal. On this page, enter the user name and password you want to use to login to the website. As with all websites and internet information, keep your user name and password in a secure place. Minimum character requirements are specified on the site. If you prefer to use your email address as your user name, that is acceptable. User names must be unique, so if you get an error it is possible that someone else has taken that user name and you must choose another.

## Create login credentials

Please enter your new username and password for your account.

Username	<input type="text" value="Username"/> <small>(Username must have at least six(6) characters)</small>
Password	<input type="text" value="Password"/> <small>(Password must have at least eight(8) characters, including one(1) uppercase, one(1) lowercase and one(1) number. These special characters !@#\$\$%^&amp;+=- may also be used.)</small>
Confirm Password	<input type="text" value="Re-enter Password"/>

***The Username, Password, and Password confirmation window.***

Enter the user name and password you would like. Confirm by typing your password a second time. The passwords must agree. User names are **NOT** case-sensitive; passwords **ARE** case-sensitive.

When finished, click Submit to return to the login screen. This registers your user name and password for future use.

**Please note, if you have more than one association or more than one property you will need to register for each account.**