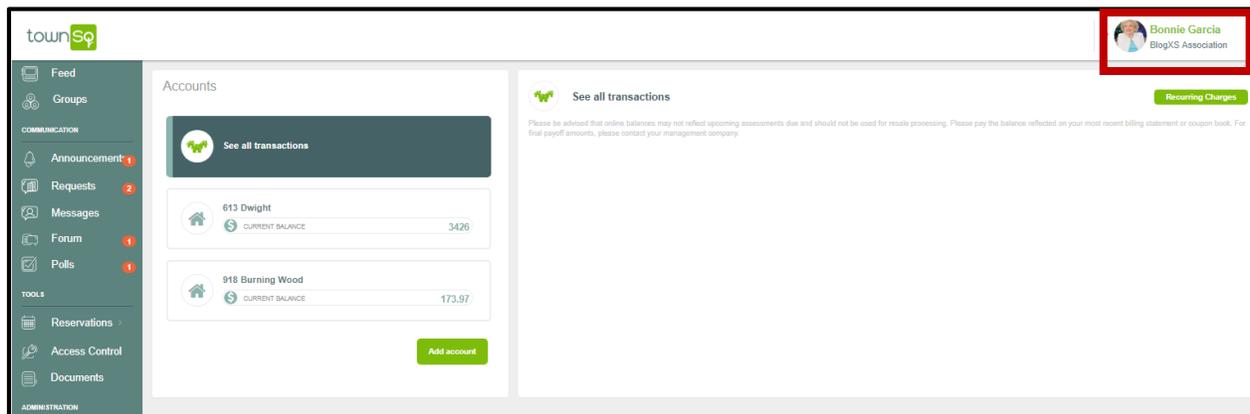


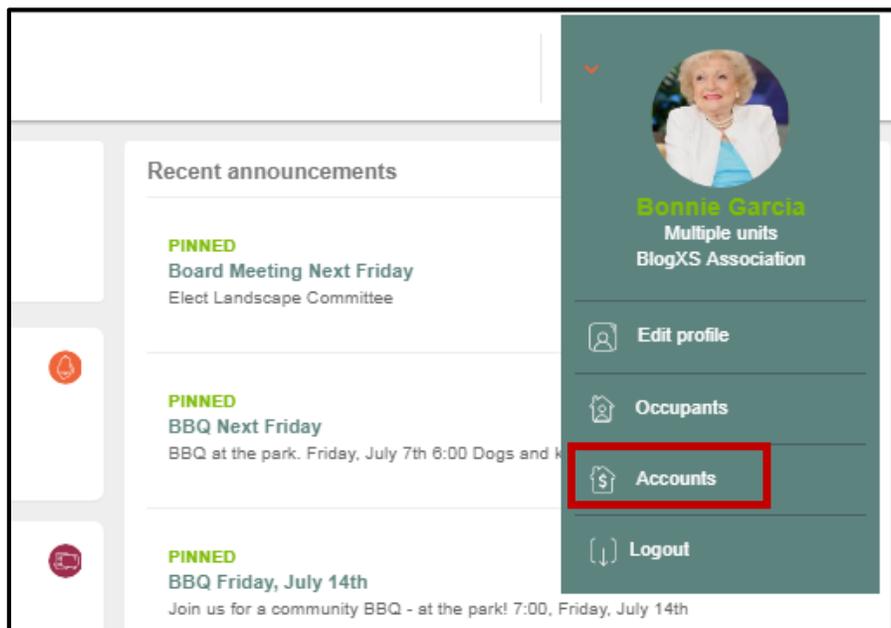
Linking Multiple Homeowner Accounts

This job aid is designed to help you assist homeowners who have multiple accounts or units to link them in TownSq. This functionality provides a single sign in and prevents users from having to log into each account separately.

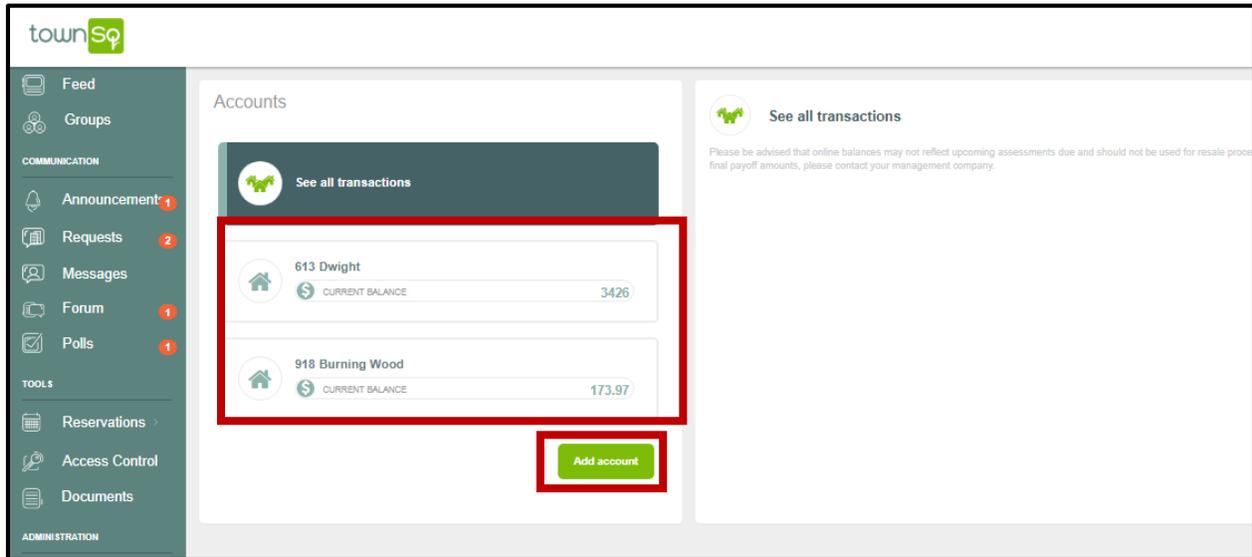
1. When the homeowner logs in to TownSq, on the main feed screen they will click on their profile.



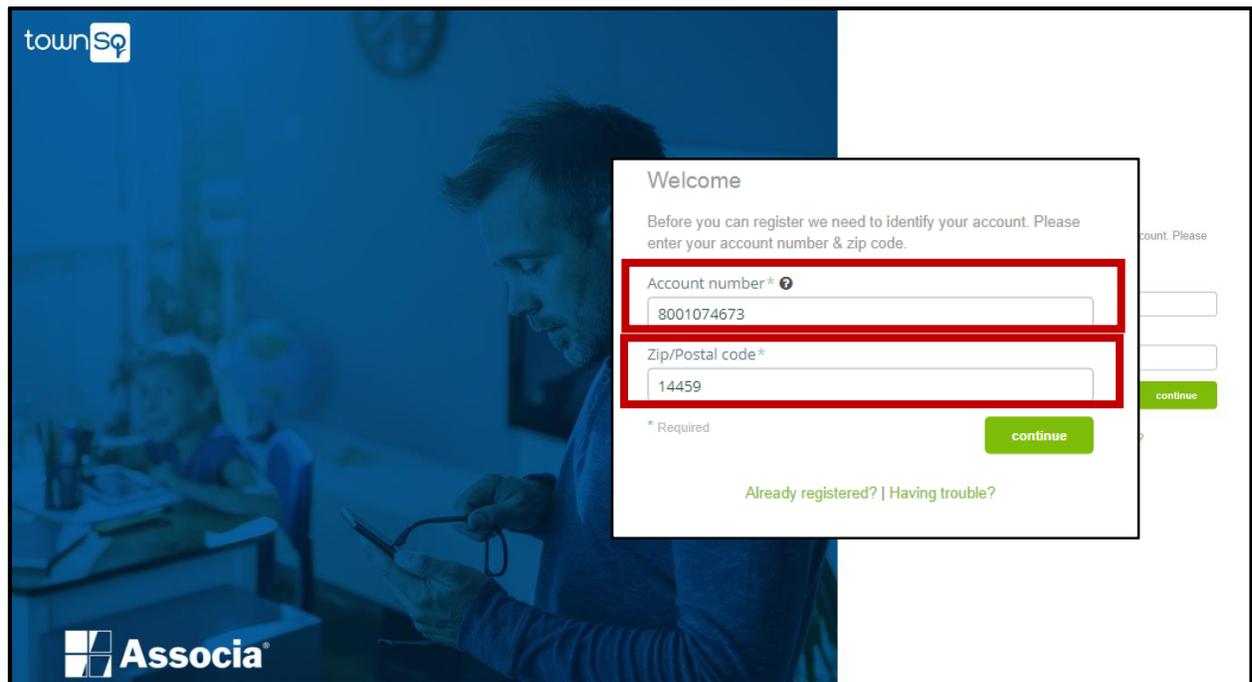
2. Once the profile drop down pops up they will need to click on Accounts.



3. Once they have reached the “accounts” screen they will be able to see all of the accounts that have been linked to their profile. To add a new account, they will need to click on “Add Account”.



4. Once the owner clicks on “Add account” they will be taken to another login screen, where they will need to enter the Account Number for the new account they would like to link and the Zip Code of the account the unit belongs to. Click continue.



5. The homeowner will receive a confirmation message asking them to verify that the account provided is actually theirs. Click OK.

This isn't you?

Account information

Name
Brenda Cruz

Account # Zip Code
8001074673 14459

Address
25 Dahle, Spring, TX

Add this account to your TownSq user

Great, now you can confirm that you wanna add this account to your TownSq user.

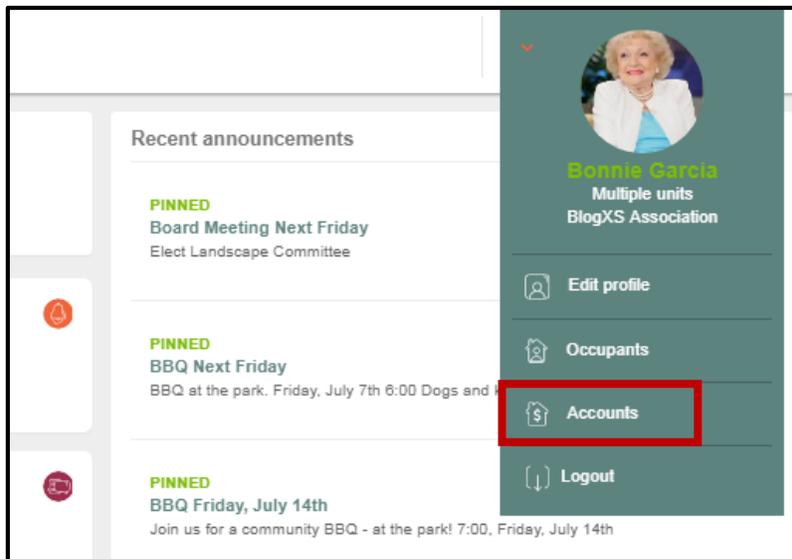
TownSq user email*

bonnie.garcia@socialcondo.com.br

OK

Already registered?

6. The account has now been linked to the owners' login and they will need to only log in once to access all of the linked accounts. To verify, the owner will go back to their profile and click on "Accounts" to be taken to a listing of their accounts.



The new account will now appear in the “accounts” screen.

Accounts

[See all transactions](#)

	613 Dwight	CURRENT BALANCE	3426
	918 Burning Wood	CURRENT BALANCE	173.97
	25 Dahle	CURRENT BALANCE	400

[Add account](#)

[See all transactions](#)

Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale coupon book. For final payoff amounts, please contact your management company.