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.

town <mark>Sq</mark>	Bonnie Garcia ElegYS Association
Feed	Accounts See all transactions Recording Gluoges
	See all transactions
 Requests (2) Messages Forum (1) 	613 Dwight S current sulvice 3426
Polls ()	918 Burning Wood S CARENT SUANCE 173.97
■ Reservations >	Add account
ADMINISTRATION	

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".

town <mark>Sq</mark>		
E Feed	Accounts	See all transactions
COMMUNICATION	See all transactions	Please be advised that online balances may not reflect upcoming assessments due and should not be used for resale proce final payoff amounts, please contact your management company.
 Requests (2) Messages Forum (1) 	613 Dwight CURRENT BALANCE 3426	
Polls ()	918 Burning Wood CURRENT BALANCE 173.97)	
■ Reservations >	Add account	
ADMINISTRATION		

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.

town <mark>Sp</mark>		
		-
	Welcome	
	Before you can register we need to identify your account. Please enter your account number & zip code.	count. Please
The Tell	Account number* 🛛	
State of the second	Zip/Postal code*	
the second se	14459	continue
WREE AND	* Required continue	2
Research and	Already registered? Having trouble?	
		J
Associa		



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

Brenda Cruz	
Account # 8001074673	Zip Code 14459
^{Address} 25 Dahle, Sprir	ng, TX
Add this acc	ount to your TownSq use
ruu ulis uoo	
Great, now you can to your TownSq use	confirm that you wanna add this account r.
Great, now you can to your TownSq use TownSq user email	confirm that you wanna add this account r. *
Great, now you can to your TownSq use TownSq user email bonnie.garcia@sc	confirm that you wanna add this account r. * vcialcondo.com.br

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
See all transactions	Please be advised that online balances may not reflect upcoming assessments due and should not be used for resal coupon book. For final payoff amounts, please contact your management company.
613 Dwight S CURRENT BALANCE 3426	
918 Burning Wood S CURRENT BALANCE 173.97	
25 Dahle S CURRENT BALANCE 400	
Add account	

