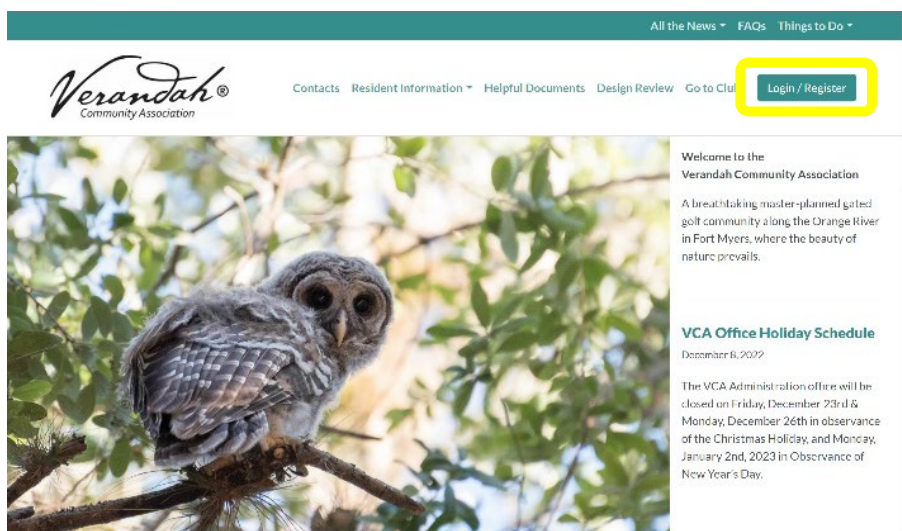


Login/Register Instructions for VCALife Website

Our new VCA website is now live! Please visit www.vcalife.com to get started.

- ✓ Note that some pages and information are locked from public viewing, so you must be logged in to view the entire website.
- ✓ To log in using the email address where you receive VCA e-blasts, just follow the steps below.
- ✓ If you need to register a new email address or if you did not receive the automated email shown in Step 5 below, go to New Registration instructions.

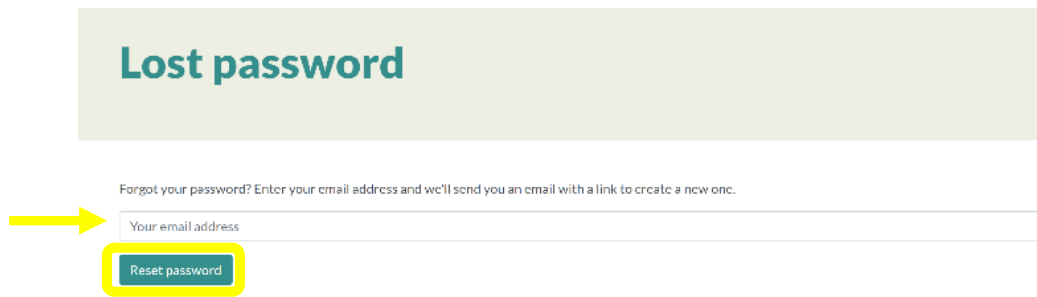
1. Click the **Login/Register** button on the upper right.



2. On the Login section on the left side of the page, **enter your email address** (using the same email address used to receive this email message) then click **Forgot Password** to send yourself a Password Reset request email.

A screenshot of the 'My account' section of the website. It contains two main forms: 'Login' and 'New Registration Request'. The 'Login' form has fields for 'Email or username' and 'Password', a 'Remember me' checkbox, and a 'Forgot password' link highlighted with a yellow box. A yellow arrow points to the 'Email or username' field. The 'New Registration Request' form has fields for 'First Name', 'Last Name', 'Email', 'Home Phone', 'Cell Phone', and 'Street Address'.

3. Enter your email address and click **Reset Password**.



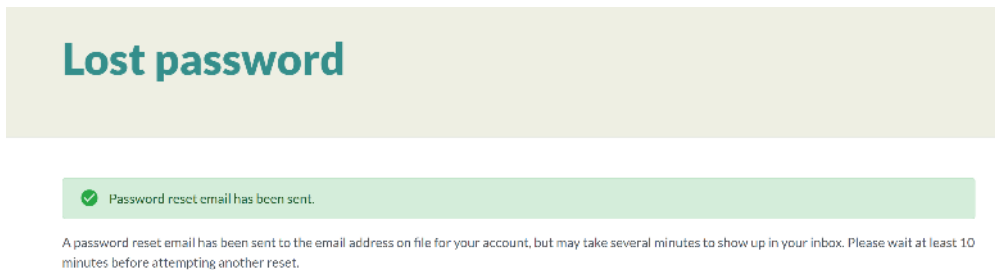
Lost password

Forgot your password? Enter your email address and we'll send you an email with a link to create a new one.

Your email address

Reset password

4. You'll receive this on-screen confirmation that the email has been sent

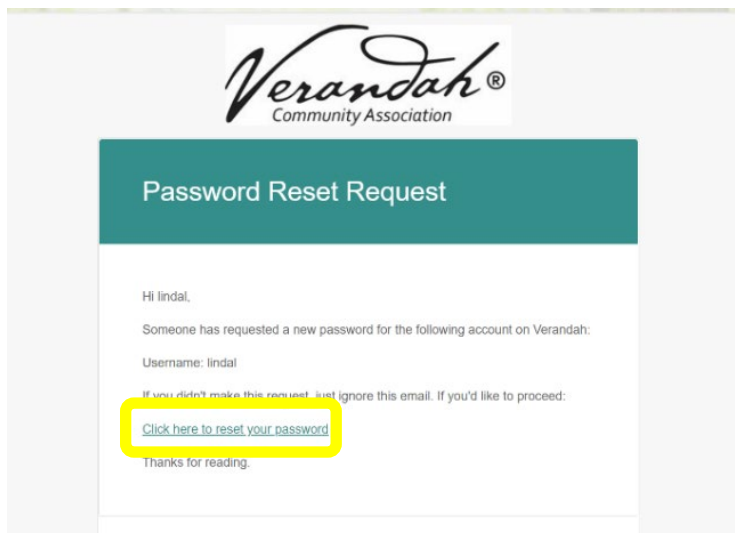


Lost password

✓ Password reset email has been sent.

A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

5. You'll receive this email password reset request form – click **Click here to reset your password**.



Verandah®
Community Association

Password Reset Request

Hi lindal,

Someone has requested a new password for the following account on Verandah:

Username: lindal

If you didn't make this request, just ignore this email. If you'd like to proceed:

[Click here to reset your password](#)

Thanks for reading.

*If you do not receive the Password Reset email in a few minutes, it means that your email address is not registered on the VCA resident database. Note that we are taking these precautions to protect information that should not be open to the public and guard against opportunistic hackers. **If no Password Reset email is received**, you can create an account using the New Registration Instructions below. You may also use this option if you want to use a different email address than the one currently registered with the VCA.*

6. **Enter** and **Confirm** password - Click **Save** (must be at least 10 characters and a mix of uppercase letters, lowercase letters, numbers, *and* symbols.)

The screenshot shows the 'Lost password' page of the Verandah Community Association website. At the top, the logo and navigation links are visible. The main heading is 'Lost password'. Below it, a message says 'Enter a new password below.' There are two input fields: 'New password *' and 'Re-enter new password *'. A yellow arrow points to the 'New password' field, and another yellow arrow points to the 'Re-enter new password' field. A yellow box highlights the 'Save' button below the 'New password' field.

7. After resetting your password, you will be returned to this screen, where you can complete your login with your new password.

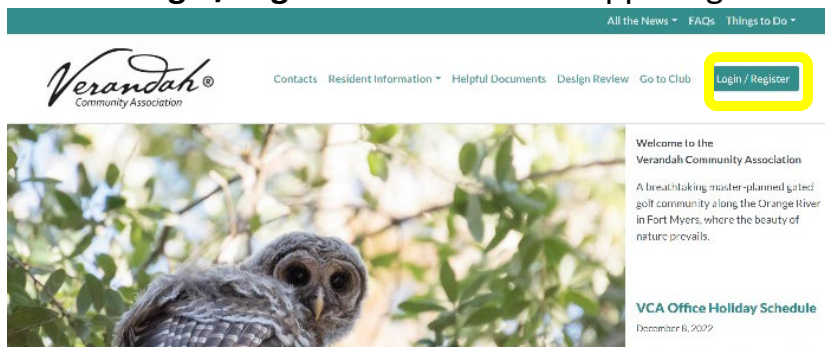
The screenshot shows the 'My account' page. It features two main sections: 'Login' and 'New Registration Request'. The 'Login' section has a green message box that says 'Your password has been reset successfully.' Below this are input fields for 'Email or username' and 'Password'. A yellow arrow points to the 'Email or username' field, and another yellow arrow points to the 'Password' field. There are also checkboxes for 'Remember me' and a link for 'Forgot password?'. A 'Login' button is at the bottom. The 'New Registration Request' section has a heading and a message 'Fill out the form below and request an account today.' It includes input fields for 'First Name', 'Last Name', 'Email', 'Home Phone', 'Cell Phone', 'Street Address', 'City', 'ST' (a dropdown menu), and 'ZIP'. A 'Sign Up' button is at the bottom.

8. Now, you're ready to explore

New Registration Instructions

If you followed Steps 1 – 5 and did not receive a Password Reset email or if you want to register a different email address, please follow these steps.

1. Click the **Login/Register** button on the upper right



2. Complete the New Registration Request form and click **Sign Up**

A screenshot of the 'My account' page. The page has a light green header with the text 'My account'. Below this are two forms. The left form is titled 'Login' and has fields for 'Email or user' and 'Password', with a 'Login' button at the bottom. The right form is titled 'New Registration Request' and has fields for 'First Name', 'Last Name', 'Email', 'Home Phone', 'Cell Phone', 'Street Address', 'City', 'ST', and 'ZIP'. At the bottom of the right form is a 'Sign Up' button, which is highlighted with a yellow rectangular box. A large yellow arrow points from the 'Login' form to the 'New Registration Request' form.

3. You will see this notification screen and an email will be sent to you once your information has been approved by the VCA office.

A screenshot of a notification screen titled 'New Registration Request'. Below the title is the text 'Fill out the form below and request an account today.' In the center is a green rectangular box with white text that reads: 'Your sign up request has been sent. Please allow ample time to review. Once approved, you will receive an email with further instructions.'

4. After receiving your approval email, go through the login steps detailed above.