

# How to Create Your Summit Knolls Website Account

[www.summitknollshoa.com](http://www.summitknollshoa.com)

The Summit Knolls HOA Website provides a quick and easy way for the Board of Directors, the Property Manager and Sr. Business Manager to communicate with the **Homeowners of Record within the Summit Knolls Community** regarding important issues and events. **You must have a login and password** to view content on this website. Other members do not see your name or personal information.

## Our Website Allows Homeowners To:

1. Receive email ALERTS and notifications of importance to Homeowners.
2. View and print the Homeowner's Handbook (no longer printed in bulk).
3. Print out variance request forms.
4. Request documents for closings and refinancing.
5. View the current newsletter and prior newsletters.
6. View a calendar of upcoming events.
7. And much more!

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## How to Create Your Account

If you are a **Homeowner of Record** within the Summit Knolls Homeowners Association, you can create a login and become a member of the Summit Knolls website.

1. You will need a computer or mobile device with access to the Internet and a valid email address.
2. Go to the website at [www.summitknollshoa.com](http://www.summitknollshoa.com)
3. Click on the “register” link in the upper right-hand corner of the website page.

Please log in or register



4. Enter the required information.

## Register

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Your Information

I am a...

Homeowner

First Name

Last Name

Email Address

Cell Phone

Password (Case sensitive) [Reveal](#)

.....

5. Select “Homeowner” if you are a Homeowner. If you are not a Homeowner, you cannot create an account.
6. Enter your first and last name.
7. Enter a valid email address. This will be your login.
8. Enter your phone number.
9. Create a “strong” password consisting of letters with upper case, lower case, numbers and characters.

**Example: Ap2ri7L. You can change your password at any time.**

## **Additional Household Members**

Only **Homeowners of Record** are permitted to create an account on the SKHOA Website.

If you choose to enter additional household members, you must select **“Joint member (no email)”** unless there is a **second** Homeowner of Record. ***Otherwise, your request will be denied. The “child,” “pet” and “relative” selections are optional.***

Additional Household Members

This member is a... ✕

Joint member (no email) ∨

*This type of member is shown in the directory, but won't be able to log in or receive communications.*

First Name

Last Name

+ Add member

Address(es)

+ Add address

Register

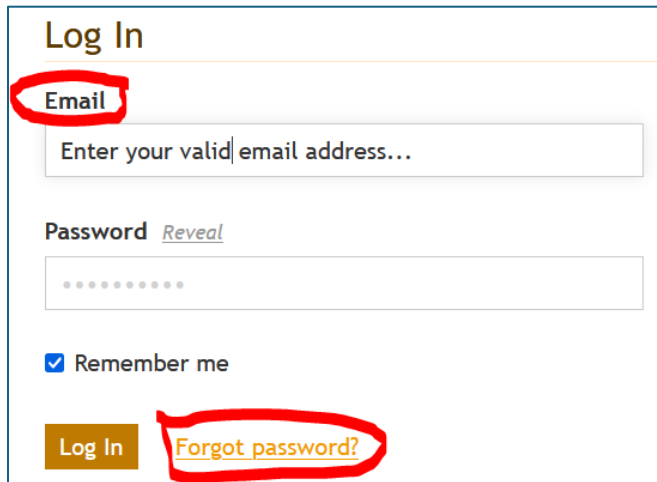
6. Provide any additional required or optional information.
7. Scroll down to the bottom of the page and select "Register".
8. Your request will be submitted for approval.
9. You will receive an automated email at the email address you provided confirming that your login and password request was received.
10. After you are approved:
  - a. You will be able to view protected content.
  - b. You will receive communication ALERTS and notifications of importance via email.
  - c. You can change your password at any time.

## **If You Need a Password Reset**

1. Click the "log in" link in the top right-hand corner of the website.



2. Enter the email address that you use to login.
3. Click the "Forgot password?" link next to the log in button.



4. After submitting this form, you'll receive an email almost immediately with a link to reset your password.
5. The link has an expiration date, so be sure to use it right away.
6. After clicking on the link, you'll be asked to choose a new password and submit the form.
7. If you are still having trouble, please contact the Webmaster at [webmaster@summitknollshoa.com](mailto:webmaster@summitknollshoa.com).