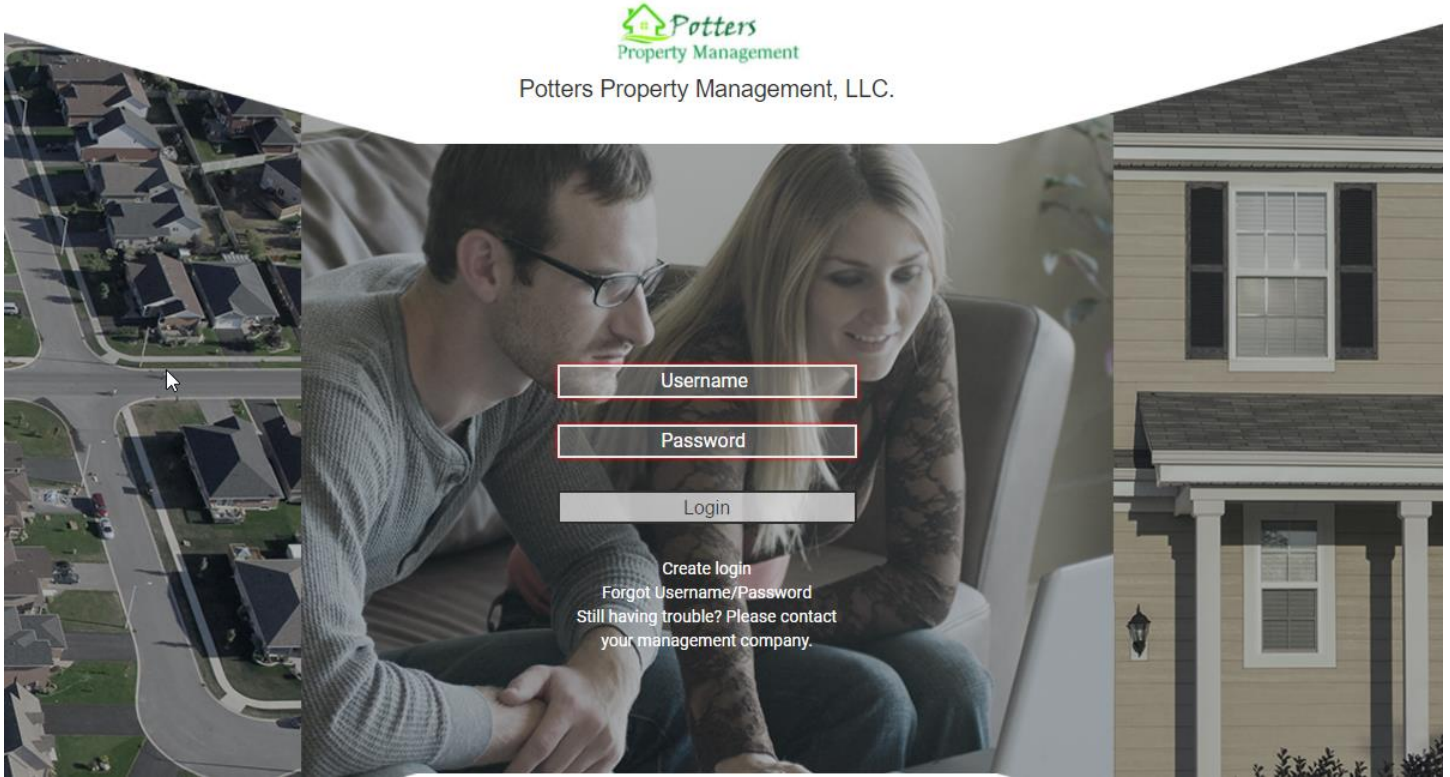


# Portal Usernames & Passwords

## Create a New Login

At the Portal login screen and/or the smaller login screen, select **Create login**



Or

**Username:**

**Password:**

Login

[Create login](#)  
[Forgot Username](#)  
[Forgot Password](#)

**Registration screen:**

1. Enter your **Account Number** (Account Numbers can be provided to you by your management company).
2. Enter the **Email Address** that is associated with your account and enter your **Unit Address** that is associated with your account (unit address must match what your management company has on file).
3. Select **Submit Registration**.
4. If there is more than one Owner, a drop down will appear allowing you to select the appropriate person.
5. Select **Submit Registration**.

**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.

<b>Account Number</b>	<input type="text" value="105400010"/>
<b>Email</b>	<input type="text" value="mary.guck@calibersoftware.com"/>
<b>Address</b>	<input type="text" value="49659 Canyon View Drive"/>
<b>Unit</b>	<input type="text" value="1"/>
<b>Select Owner</b>	<div style="border: 1px solid blue; padding: 2px;"><div style="background-color: #e0e0e0; padding: 2px;">-Select name option- ▼</div><div style="background-color: #e0e0e0; padding: 2px;">-Select name option-</div><div style="padding: 2px;">Edward Jones</div><div style="padding: 2px;">Felicia Jones</div></div>

**Submit Registration**

Once you have selected Submit Registration:

1. Verify that you received the message **“You will receive an email containing a link to create your login and password shortly.”**
2. Go to your email inbox for the email address you provided and locate the email sent to you with the subject, **“New Account Registration.”**
3. Click on the link provided.

Thank you for registering with Caliber Portal. In order to complete the process, you must click the following link:

[http://caliberportal.com/Registration/Registration.aspx?AccountNumber=105400010&Email=mary.guck@calibersoftware.com&Address=49659+Canyon+View+Drive&Unit=1&Owner=Edward+Jones](#)

If you did not register a new Caliber Portal account, you can simply disregard this message. If you have any questions, please contact your management company or property manager.

**Create Login Credentials:**

1. Enter a **Username** of your choice. (*Usernames must be at least six (6) characters*).
2. Enter a **Password** of your choice. (*Passwords must be at least eight (8) characters and contain at least one (1) uppercase letter, one (1) lowercase letter, and one (1) number*).
3. **Confirm** Password.
4. Select **Submit**
5. If your username is already in use, you will be required to enter a different username.

**Create login credentials**

Please enter your new username and password for your account.

**Username**

Username

(Username must have at least six(6) characters)

**Password**

Password

(Password must have at least eight(8) characters, including one(1) uppercase, one(1) lowercase and one(1) number. These special characters [!@#\$\$%^&+=- may also be used.)

**Confirm Password**

Re-enter Password

Submit

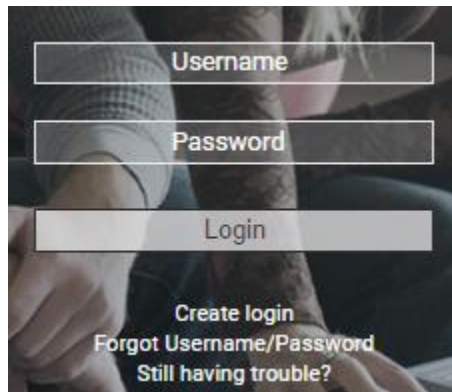
## Portal Usernames & Passwords

Once you have selected Create Account, you will receive, “**Credential Creation Successful!**”:

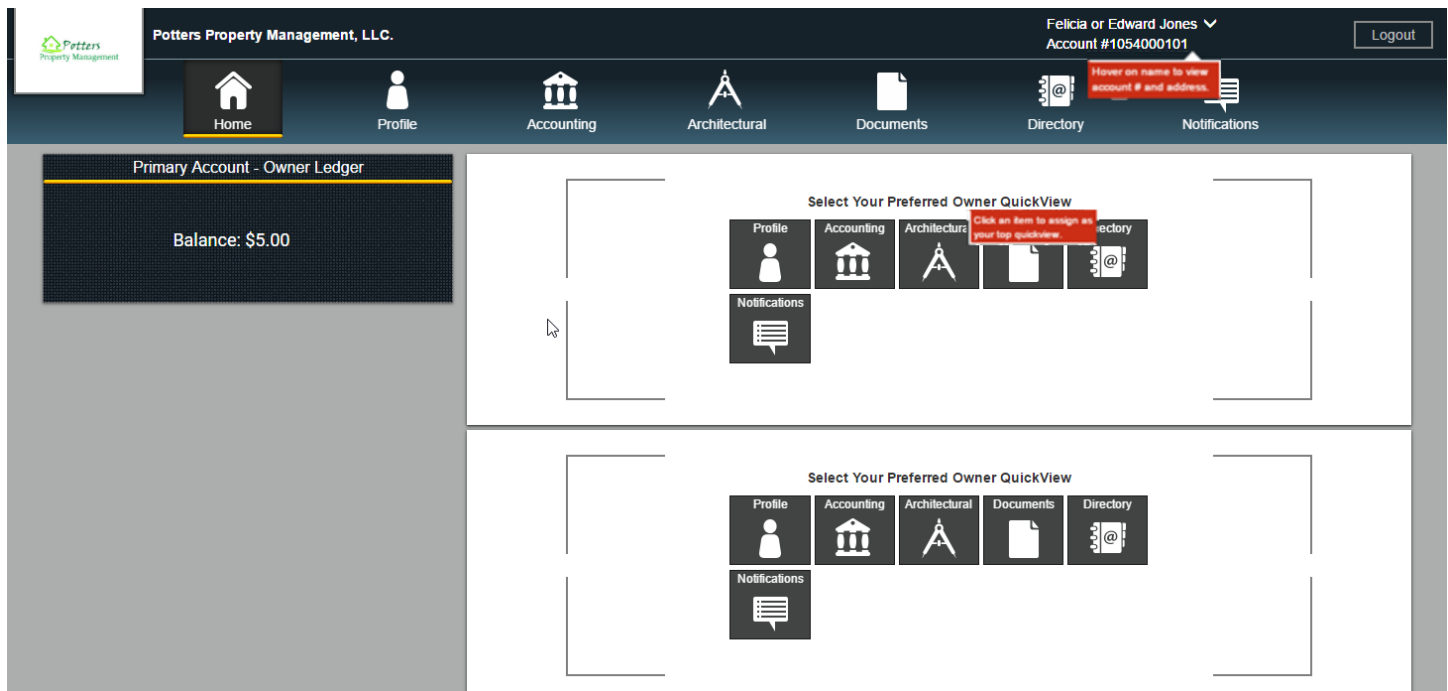
**Credential Creation Successful!**

Registration success! You will be redirected to the login page.

1. Enter your: **Username**
2. Enter your: **Password**
3. Click **Login**

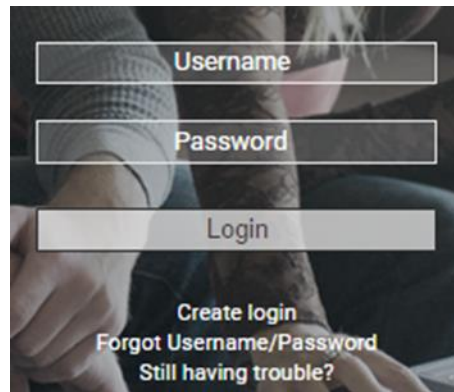


**You have successfully created your new account!**

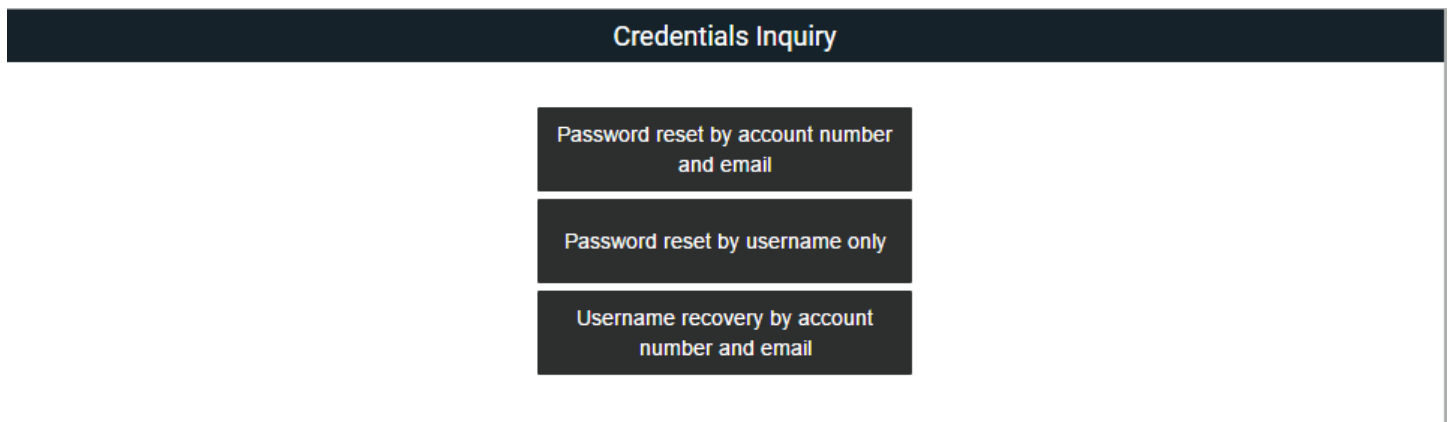
A screenshot of the Pottery Property Management, LLC. dashboard. The top navigation bar includes the company logo, name, user name 'Felicia or Edward Jones', account number 'Account #1054000101', and a 'Logout' button. Below the navigation bar is a menu with icons for Home, Profile, Accounting, Architectural, Documents, Directory, and Notifications. The main content area is divided into two sections. The top section shows 'Primary Account - Owner Ledger' with a balance of '\$5.00'. Below this is a 'Select Your Preferred Owner QuickView' section with a grid of icons for Profile, Accounting, Architectural, Documents, and Directory, and a 'Notifications' icon. A red tooltip points to the 'Architectural' icon with the text 'Click on item to assign as your top quickview'. The bottom section is identical to the top one.

## Username Recovery/Password Reset:

At the Portal login screen select **Forgot Username/Password**



You will be prompted with the **Credentials Inquiry** screen displaying **3 Username/Password** recovery and reset choices.



- Each of these will require you to provide specific information to proceed with recovery/reset.
- All three methods will send an email to the email address registered on file. Your **Password Reset** Emails will contain a link. The link will direct you to the **Password Reset** screen where you will create a new password. Once created and submitted you will receive a message that says **New Password Confirmed** and you will be redirected back to Portal Login Screen.

**1. Password reset by Account Number and Email:**

- Provide Account Number and Email

**Password Reset**

Please fill out the field(s) below and submit to reset your password

**Account Number**   
(Account number provided by your management company)

**Email**   
(Email linked to this account)

**2. Password reset by Username only:**

- Provide Username

**Password Reset**

Please fill out the field(s) below and submit to reset your password

**Username**

**3. Username Recovery by account number and email:**

- Provide Account Number and Email
- You will receive an email with your username.

**Username Recovery**

Please fill out the fields below to recover your username

**Account Number**   
(Provided by your management company)

**Email**   
(Linked to this account)