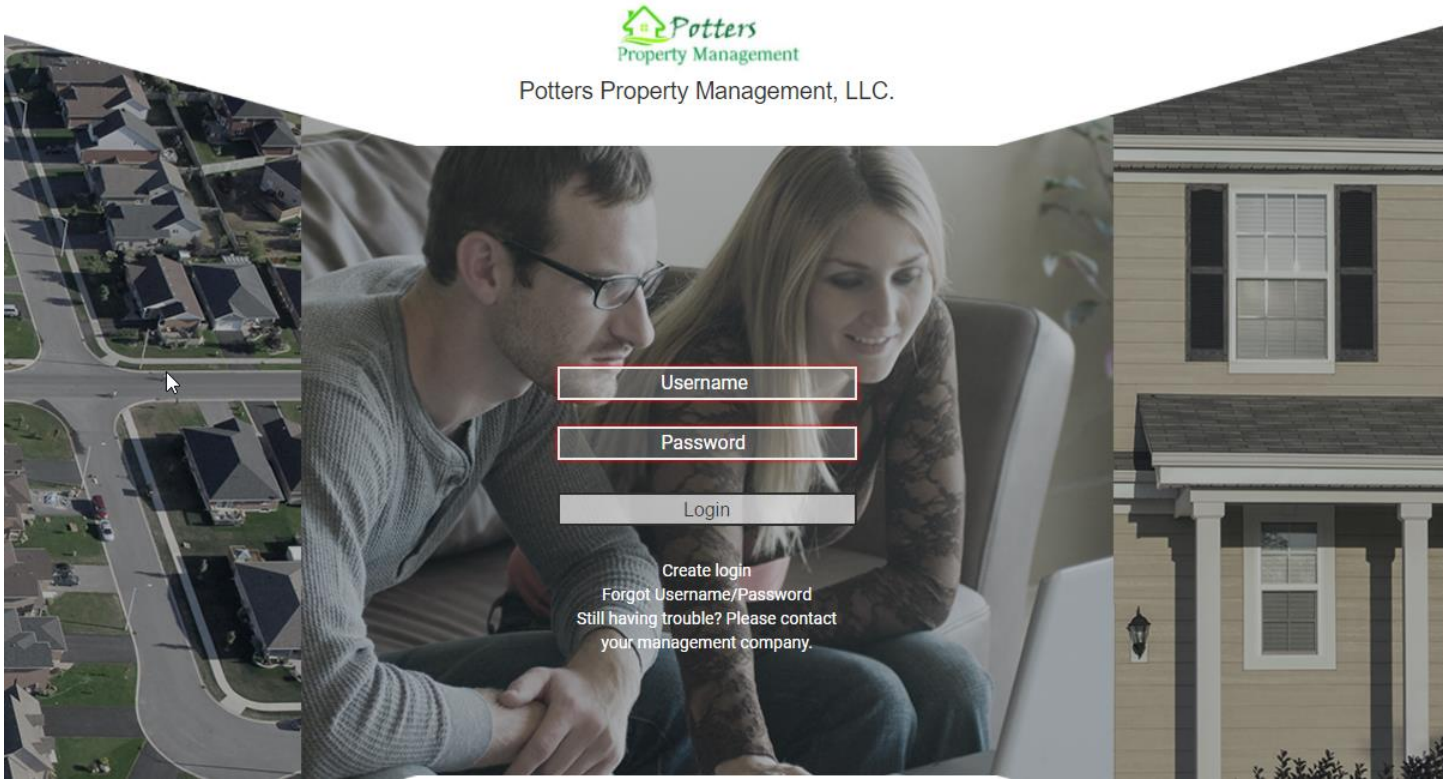


Portal Usernames & Passwords

Create a New Login

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



Or

A screenshot of a smaller, more compact login screen. It features a grey background with white text. At the top is the label 'Username:' followed by a white input field. Below that is the label 'Password:' followed by a white input field. Underneath the password field is a grey button with the text 'Login'. At the bottom of the screen are three links: 'Create login', 'Forgot Username', and 'Forgot Password', all in a blue, underlined font.

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.

Account Number	105400010
Email	mary.guck@calibersoftware.com
Address	49659 Canyon View Drive
Unit	1
Select Owner	-Select name option- ▼ -Select name option- Edward Jones Felicia Jones 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://calibercloud.com/CaliberV2/Testing/Registration?token=105400010&email=mary.guck@calibersoftware.com&unit=1&address=49659+Canyon+View+Drive>

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

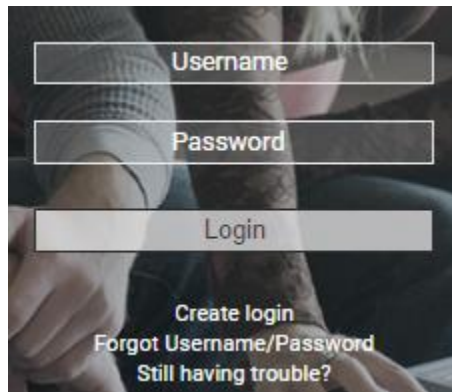
Submit

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

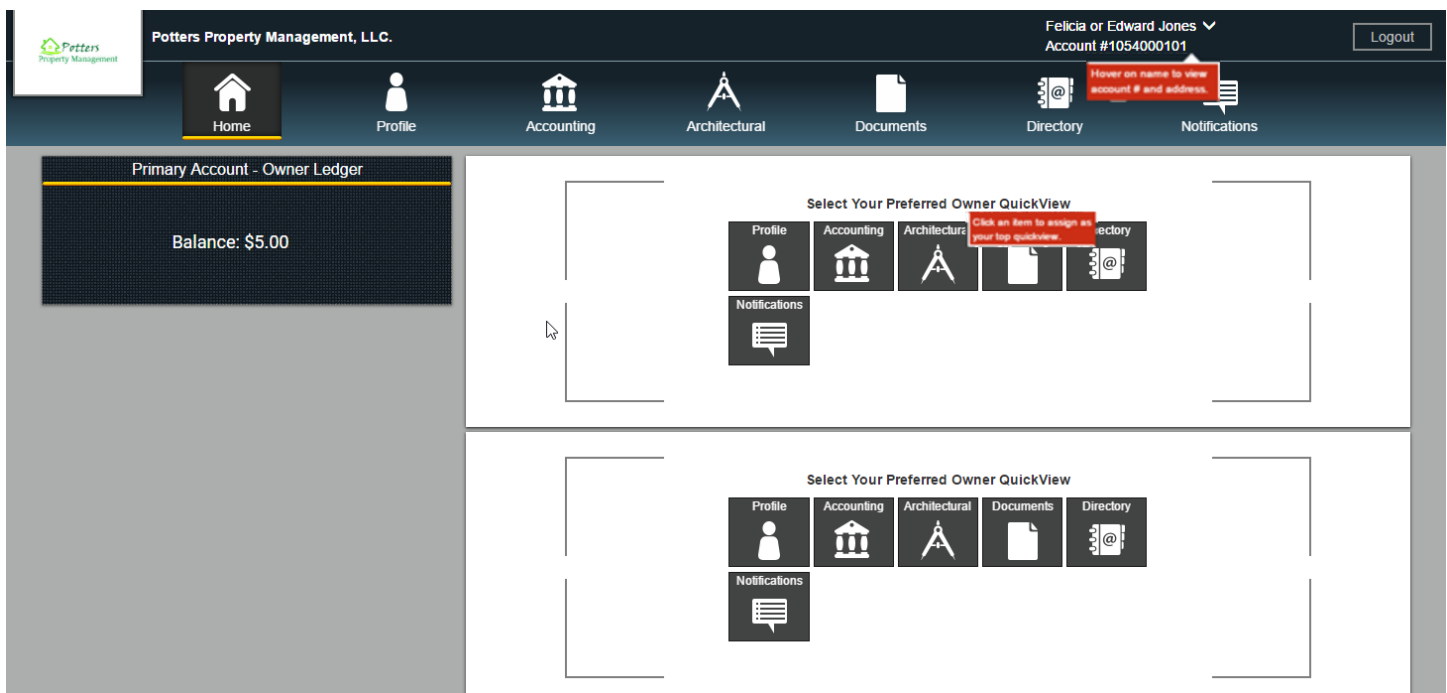
Credential Creation Successful!

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

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

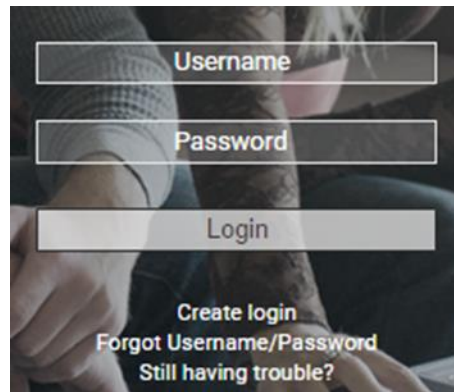


You have successfully created your new account!



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.

Credentials Inquiry
Password reset by account number and email Password reset by username only Username recovery by account number and email

- 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

(Account number provided by your management company)

Email

Email

(Email linked to this account)

Reset my password

2. Password reset by Username only:

- Provide Username

Password Reset

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

Username

Username

Reset my password

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

Account Number

(Provided by your management company)

Email

Email

(Linked to this account)

Recover