



## ACCESS your community's website and your account information online.

### Step #1

Click on *Members Area* in the upper right-hand corner of [www.greenacre.com](http://www.greenacre.com). Select *Community Login*. Enter username and password.

**First Time Users** Will Need to Register.

Email [Webaccess@greenacre.com](mailto:Webaccess@greenacre.com) your First/Last Name, Community Name, Street Address, City, State, Zip to request a PIN. A PIN will be needed before you can register.

**Please note** that it may take up to 48 business hours for your account to be verified before you receive our PIN email.

### Step #2

Go to [G360.Greenacre.com](http://G360.Greenacre.com). Select Create an account now. You will then be prompted to enter your email address and PIN Code. At this time, you will also select a Username and Password.

### Step #3

Once you have logged on to the owner portal you will have access to the community News Feed, Open Violations, Community Documents and Forms, Architectural Requests and you will be able to view your owner account balance and submit payments.

#### Architectural Requests:

Select Architectural at top of page → Select Architectural Request → Select Form Type → Read Community Instructions → Fill in Application/sign Upload any supporting documents under Files → Select Submit

\*\* You will be able to view the status of all applications on the homepage

[+ New Request](#)

#### Registering for Email Notifications:

Select My Account → My Profile → Type in Email Address → Select  Email Notification → Agree to Disclaimer