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October 15, 2025

## Resident User Guide - Portal Registration

This Guide provides Homeowners with step-by-step instructions to create your online portal account

### Creating Your Portal Account

There are two easy ways to set up your portal account: either use the invitation link sent to your email, or visit **Office.Smartwebs.com** to register on your own.

#### Resident Portal Invitation Email Sign Up

1. If you received a Smartwebs Resident Portal Invitation, select Create my account.

**WELCOME**

Your community management staff has invited you to create a Resident Portal account.

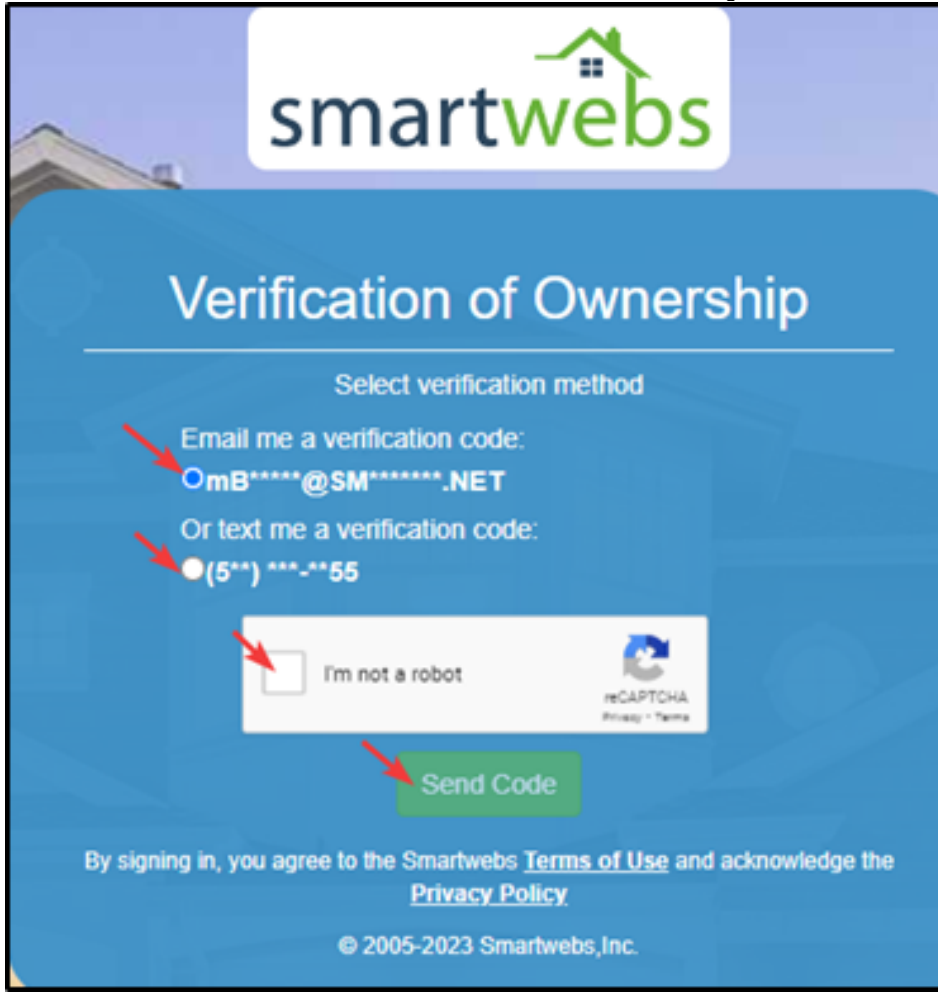
Creating an account will allow you to view and manage all activity related to your home at any time. View and reply to messages, inspections, home improvement projects and work orders, all in one convenient place.

Click on the button below to get started.

[Create my account](#)

If you have trouble using the button above, you can also copy and paste the activation link into your browser address bar:

2. Verification of Ownership - Choose your preferred method by selecting either the email or phone
3. Check the "I'm not a robot" box
4. Select "Send Code"



5. A code will be sent via email or text



# smartwebs

**Please verify your account**

Use the verification code below to finish creating your Smartwebs Resident Portal account.

**CODE**

Use this code in the verification code field when visiting [office.smartwebs.com](https://office.smartwebs.com)

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Have a question about this letter?  
Please contact your community management staff directly at [SmartwebsSmartBooksDemo@notarealemail.com](mailto:SmartwebsSmartBooksDemo@notarealemail.com)



[Smartwebs, Inc.](https://www.smartwebs.com)  
[1015 S. Mays Street Suite 201, Round Rock, TX 78664](https://www.smartwebs.com)

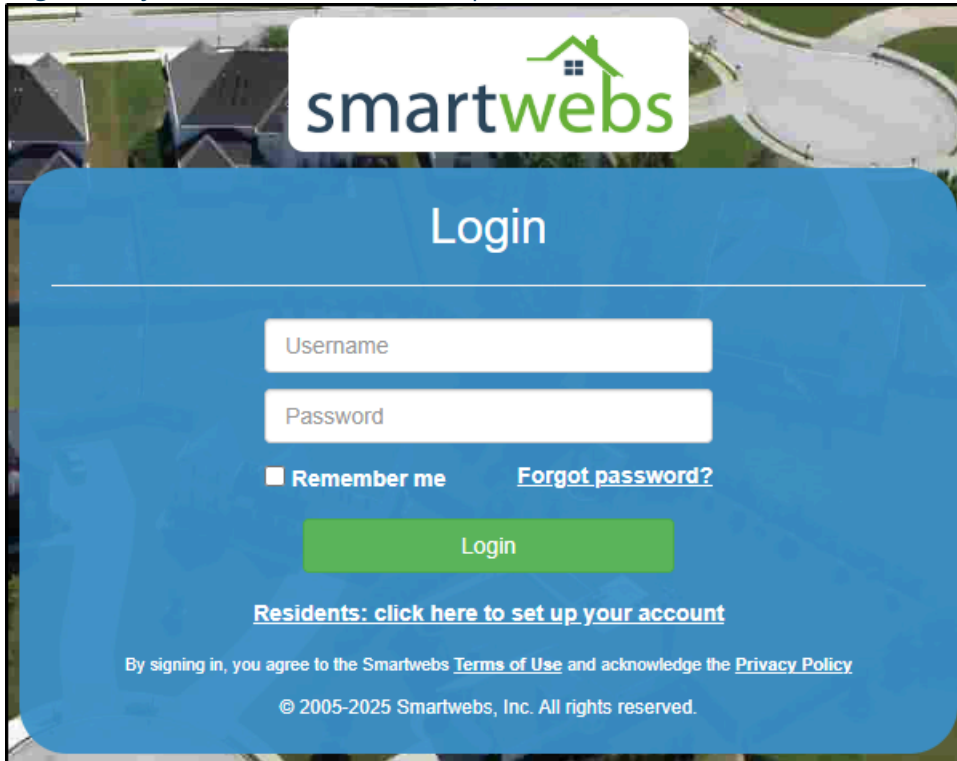
6. Enter the verification code and select Link Unit.



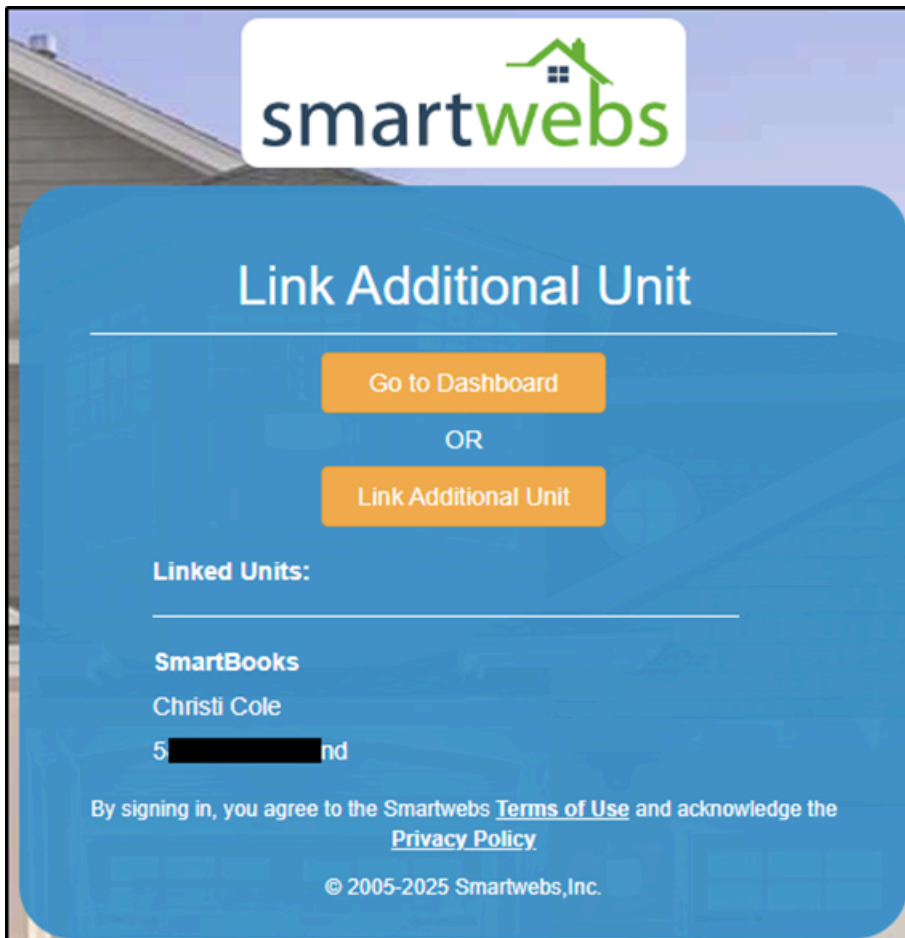
7. Create and confirm your password, then select Sign Up



- 8. Log in with your Username (email) and password.



- 9. Select Go to Dashboard

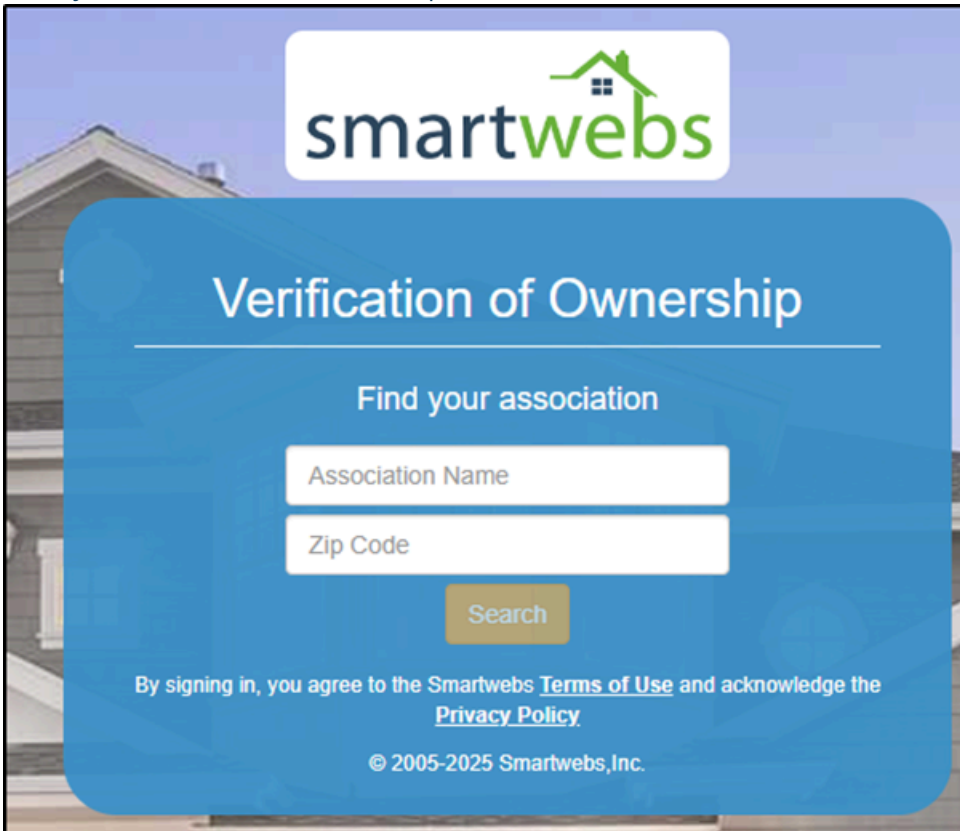


## Independent Sign Up

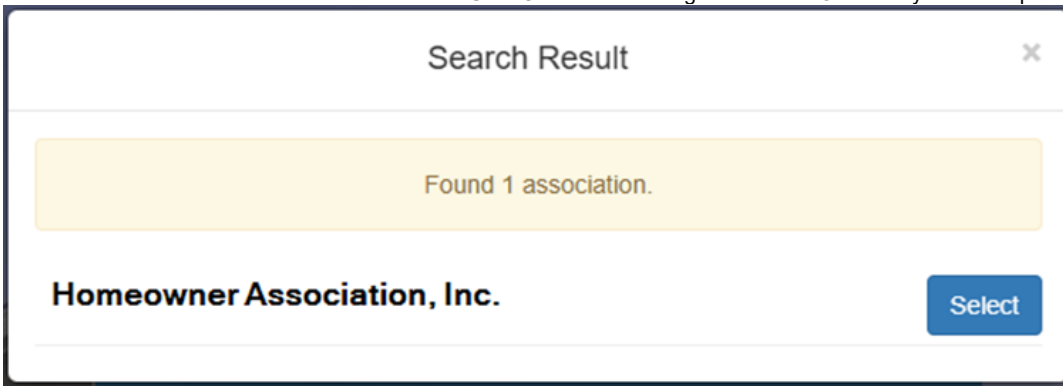
1. To set up your account without an invitation, Go to [Office.Smartwebs.com](https://Office.Smartwebs.com)



2. Select Residents: click here to set up your account
3. Enter your Association Name and Zip Code



4. A pop-up window will display search results. Click Select.

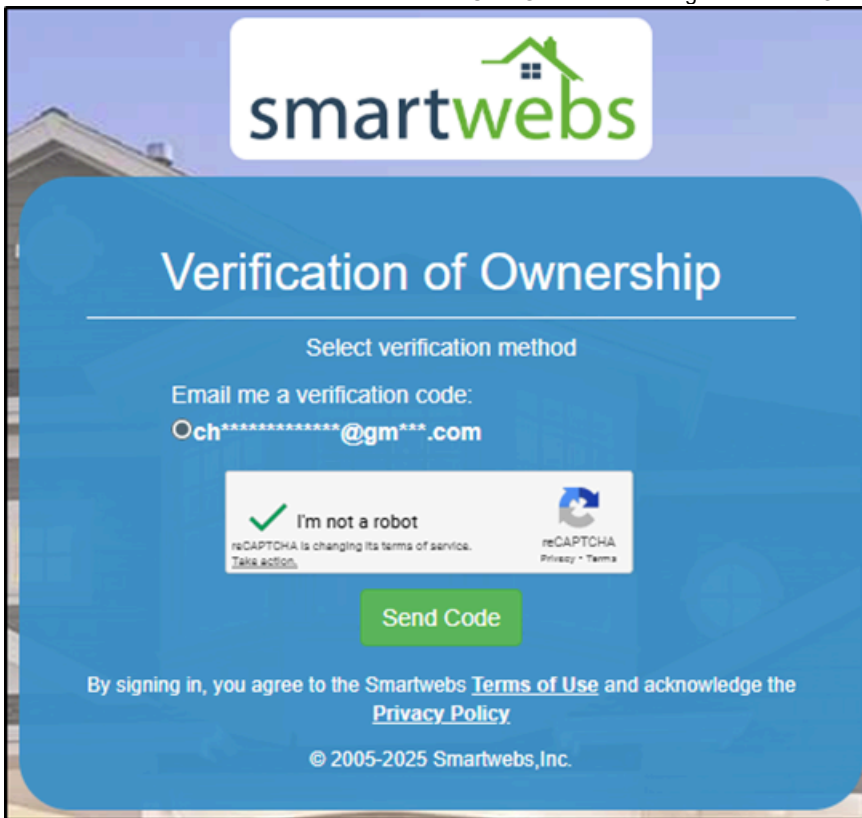


5. Enter your Last Name and at least three digits of your address.



6. Click Search.


7. Verification of Ownership – Check the "I'm not a robot" box and select Send Code.



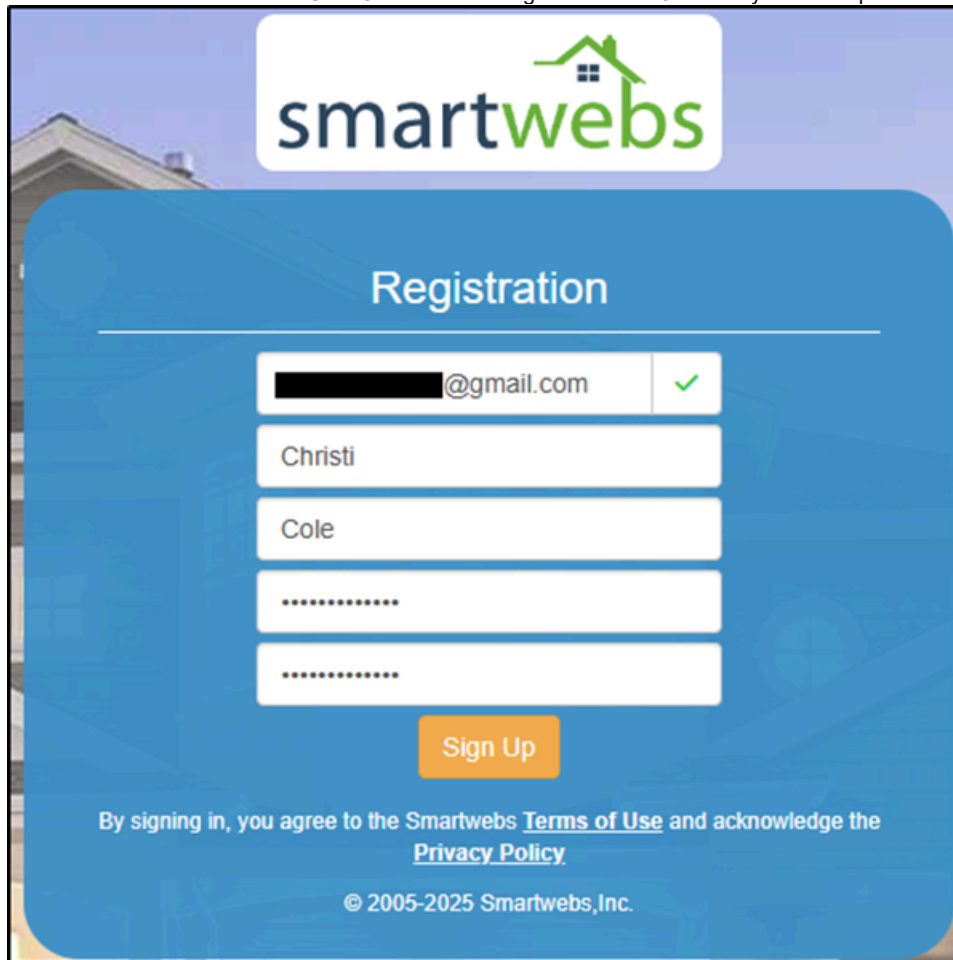
8. A code will be sent via email or text.



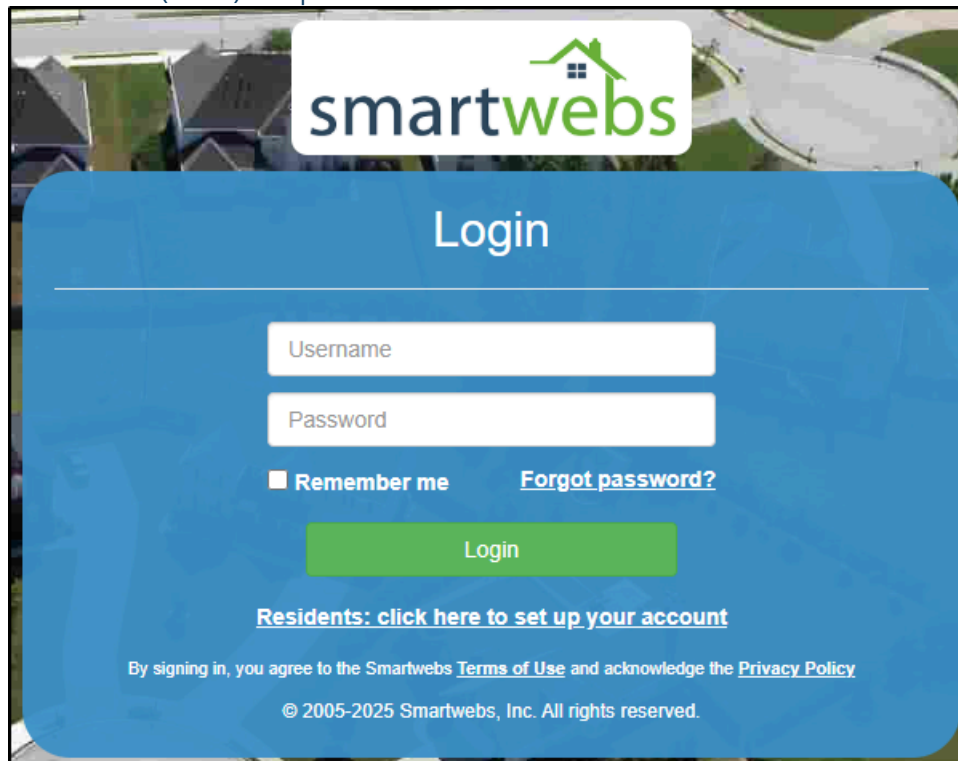
9. Enter the verification code and select Link Unit.

The image shows a screenshot of the Smartwebs website's "Verification of Ownership" page. At the top, the Smartwebs logo is displayed, featuring a green house icon above the text "smartwebs". Below the logo, the title "Verification of Ownership" is centered in white text on a blue background. Underneath the title, the instruction "Enter verification code" is shown. A text input field is provided, with the word "CODE" in a black box on the left. Below the input field, there are two buttons: a blue "Resend" button and a green "Link Unit" button. At the bottom of the form, there is a line of text: "By signing in, you agree to the Smartwebs [Terms of Use](#) and acknowledge the [Privacy Policy](#)". Below this, the copyright notice "© 2005-2025 Smartwebs, Inc." is visible.

10. Registration Options: Select Link Existing Account (to add another property), or Select Create New Account.
11. Create and confirm your password, then select Sign Up.



12. Log in with your username (email) and password.



13. Select Go to Dashboard.



## Link Additional Unit

[Go to Dashboard](#)

OR

[Link Additional Unit](#)

**Linked Units:**

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**SmartBooks**

Christi Cole

5 [REDACTED] nd

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