

## Resident Portal: How to Register for a New Account

Below are the steps to creating your Resident Portal account.

1. Access <https://resident.actionlife.com> in a web browser.
2. Click on the Register button.

The screenshot shows the Resident Portal interface. On the left, there is a login form with fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Log In' button. A 'Forgot Password' link is located below the password field. The version 'Version 2.0-RC' is noted at the bottom left. On the right, the ACTION PROPERTY MANAGEMENT logo is displayed above a descriptive paragraph. A red box highlights a dark blue 'Register' button with a user icon at the bottom right of the page.

3. There are two options to continue with registering: by using your Account Number or by using an Authorization Code.
  - a. Account Number

This screenshot shows the registration page titled 'Register for your Resident Portal account' with the subtitle 'Validate your HOA account'. It offers two options: 'Use your account number' and 'Use your authorization code'. The 'Use your account number' section includes an 'Account Number' input field and a note: 'The 12 digit account number provided on your statement or coupon book, without any spaces and include any leading zeros.' The 'Use your authorization code' section includes a 'Code' input field and a note: 'The pre-authorization code that you have received. Case sensitive.' A 'Submit' button is located at the bottom of the form.

- i. Enter your full, twelve-digit account number.
  1. If you do not know your twelve-digit account number, please contact your Management Team or Community Care by sending an email to [communitycare@actionlife.com](mailto:communitycare@actionlife.com) or by calling (800) 400-2284. Please provide the property address and name of the Owners on the deed.
- ii. Click Submit.
- iii. In the validation step to "Choose a name that is listed on the deed of your property", select the option that matches the last name of an Owner on the deed of your property.

**Choose a name that is listed on the deed for your property**

- Masoudi
- Rogers
- Beddoe
- Hall
- Piercy, III
- Yim

- iv. In the validation step to “Choose your property address”, select the option that matches the address for your property.

**Choose your property address**

- 664 Gramercy Pl
- 700 Main Street,20A
- 7084 Bergamot Ave
- 3223 W 6th St 408
- 431 Geysers Ct
- 7049 Roseville St

- v. Click Submit

b. Authorization Code

- i. Enter your full, case sensitive Authorization Code.

- 1. If you have not been provided an Authorization Code, please contact your Management Team or Community Care by sending an email to [communitycare@actionlife.com](mailto:communitycare@actionlife.com) or by calling (800) 400-2284. Please provide the property address and name of the Owners on the deed.

- ii. Click Submit.

- 4. Fill in the information on the Finish Setting Up Your Profile page to match your personal information (this information does not need to match the deed).

### Finish Setting Up Your Profile

<p><b>Your Information</b></p> <p>First Name <input type="text" value="Your First Name"/></p> <p>Last Name <input type="text" value="Your Last Name"/></p> <p>Email <input type="text" value="Your Email"/> <small>This will also be your username</small></p> <p>Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p style="text-align: center;"><b>Register</b></p>	<p style="text-align: center;"><b>Your Association</b> Y Factor</p> <p style="text-align: center;"><b>Your Property Address</b> 700 Qwijibo Street,8A</p> <p style="text-align: center;"><b>Your Account Number</b> 00000000203</p> <p><b>Password Requirements</b></p> <ul style="list-style-type: none"><li>&gt; Must be at least 8 characters or numbers</li><li>&gt; Requires at least one character</li><li>&gt; Requires at least one number</li><li>&gt; Requires at least one uppercase and one lowercase letter</li></ul>
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- 5. Click Register. You will now be logged in.

If you have any difficulty, please contact Community Care by sending an email to [communitycare@actionlife.com](mailto:communitycare@actionlife.com) or by calling (800) 400-2284.