



Visit - [www.the903residences.com](http://www.the903residences.com)

Watch a walkthrough explanation of the site [here](#)

### **To login**

- First – check your email! You have been sent an invitation to create your login.
- Visit the “Access the Community” by looking at and clicking on the button located in the upper right corner of the website.
- It will bring you to another page
- Proceed to login with your information.
  - o NOTE: There is a ‘forgot password’ option in the case you forget your login credentials.
- Once logged in, click the “Resident” option, which will direct you to your profile.

### **Editing Profile**

- Changing information
  - o Click on your name/profile in the top right of the screen and click ‘My Account’.
    - This is where you can update your phone/cell phone number and username.
    - If you want to change your email you will have to get in touch with a team manager and they will help you
  - o Once finished, click save.
- Settings
  - o How you decide to get notifications
    - If you download or have the app you have the option to receive push notifications.
  - o Once finished, click save.

### **Menu**

- ‘My Unit’ tab and this is where you can see everything going on in your unit.
  - o You can see unit code, building, unit type
  - o Your information is presented as the primary resident
    - Here you can add an emergency contact (click the contacts icon)
    - Also add an additional email.
  - o You can add any additional residents by clicking ADD
    - You can include their name, email (important for login), phone number...etc.



- If relevant you can add any vehicle information by clicking ADD
  - Include plate number, make, model, and color
- You can add any pets you may have by clicking ADD
  - Can import a photo so people know what to look for, including their name, gender, type, breed, size, and color.
- Once finished, click save.

### **Community News**

- Notices is where you will get information from your manager. It will appear there as well as be sent in an email to you.
- Social network is where you can post and talk to the whole community.
  - To do so just click on the green plus button which will bring up a message box for you to type in.
  - You can include any pictures if they feel relevant.

### **Community Calendar**

- This is where you will see any events happening throughout your community.

### **Chat**

- This is where you can send and receive messages to other members as well as groups such as the condo board and various committees.

### **Talk to Manager/Staff**

- This is where you can send a message to the manager/staff.
  - To do so just click the green plus and a message box will pop up for you to type in.
  - You can include a subject and any picture if relevant.

### **Service Request**

- This is where you can send in your work orders to the property manager. PLEASE NOTE – this is not for emergency use. If you have an emergency work order, please contact the concierge/security staff at 401-432-5332.
  - To do so just click the green plus button and it will bring up a message box for you to type in.
  - You can include a subject and any attachments if relevant.



- You will receive replies to that through email.

### **Reception**

- This is where you can add any visitors coming to see you
  - To do so click the green plus to add
  - Include identity card like phone number, name, vehicle (if relevant)
  - You can choose to be notified when they arrive by checking the small box and you can list when and how long they will be arriving for.
  - Once done, click save.

### **Incident reports**

- If any problems with neighbors or loud noise at night you add it here by clicking the green plus. PLEASE NOTE – this is not for emergency use. If you have an emergency indecent report, please contact the concierge/security staff at 401-432-5332.
  - You state the date and time of incident, what type and if you know the offending unit you can add.
  - Then add description and click save.

### **Amenities**

- This is where you can view the two amenities you have
  - By clicking on details, you can learn more about the area
  - You can reserve the area by clicking on it, then pick the day(s), times and then reserve. Please note that your reservation will not be complete until you receive a separate follow up message by the management office.
  - You can even download your reservation history.

### **PayLease**

- You can log into your account and make your due payments to the 903.

### **Documents**

- Here you can view any documents that have been made available
  - By Laws
  - Declaration
  - Public Offering Statement
  - The 903 Insurance Resolution



- You can view it there or download it to your computer.

### **Assembly**

- Can be used for meetings in the 903.

### **Voting/Survey**

- When a survey is created it will appear here and you will be given the chance to vote.