

## Homeowner Registration Instructions

1. Go to [www.ave1properties.com](http://www.ave1properties.com)
2. Select the **Homeowners** tab
3. Select the **My Account** tab at the top of the page
4. Select **Sign Up**
5. Complete the registration form

**There are two ways for a homeowner to register for the portal.**

**For Homeowners with a Portal Registration Key:** Complete all fields in the registration form and enter the Registration Key number and click **Register**.

### REGISTER NEW USER

Name

Account

Email

Phone

Password

Confirm Password

Registration key  ?

[I do not have a valid key.](#)

If the email that you enter is not on file or is not the primary email on your account, a message will pop-up asking if you would like to make the email address you entered, the primary email address.

### **Homeowners without a Portal Registration Key:**

When you click **Sign Up** and if you *do not have the registration key*, click the link stating ***I do not have a valid key.*** From there, you will be prompted to enter your name, email address, phone number, address, association, and account number (optional). Click **Create**.

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## COMMUNITY PORTAL

Email

Name

Phone

Property Address

Association

Account

Once the registration is processed, you will receive an email confirming access to the portal. Congratulations!

To access your account after your registration is confirmed, Go to [www.ave1properties.com](http://www.ave1properties.com), select the “**Homeowner**” tab and then click “**Owner Login**” and enter your email and password to access such items such as: homeowner ledger, make one-time payments, set-up automatic withdrawals and see the property violations.

Need help? Email [support@ave1properties.com](mailto:support@ave1properties.com).