

SmartWebs User Guide

for

River Strand Residents

Soon you will receive an email invitation from **SmartWebs** to join the River Strand homeowner portal.

As described in the June 2001 edition of The Strand newsletter, this portal is designed to allow you to submit Architectural Review requests electronically and to track the approval process online. Additionally, this portal can be used by management to alert you to any compliance violations on your property, as well as to respond to them electronically.

Note: These are the only two **SmartWebs** features we are using for homeowners at River Strand, although you may see reference to additional functions in the software.

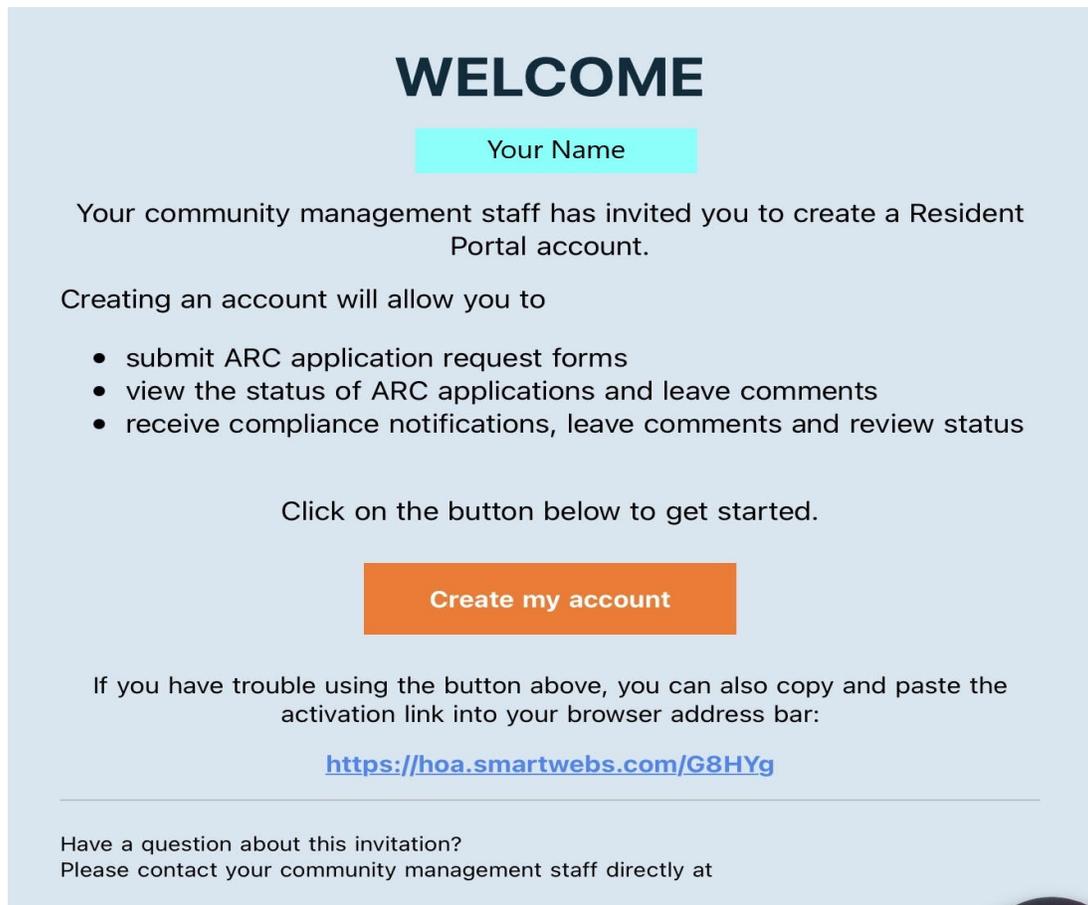
If you did not receive the invitation email, please check your spam folder. The sender address of the email is noreply@smartwebs365.com. This email is **NOT** spam. This is a valid invitation with a link to the **SmartWebs** portal registration process.

While the **SmartWebs** software is largely self explanatory, the following user documentation provides a step-by-step guide to register for River Strand **SmartWebs**. If you need additional help, please contact Ed Eaton at eeaton@riverstrandgolf.com

So Let's Begin

Step 1.

You have received an invitation in email:



WELCOME

Your Name

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

Creating an account will allow you to

- submit ARC application request forms
- view the status of ARC applications and leave comments
- receive compliance notifications, leave comments and review status

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:

<https://hoa.smartwebs.com/G8HYg>

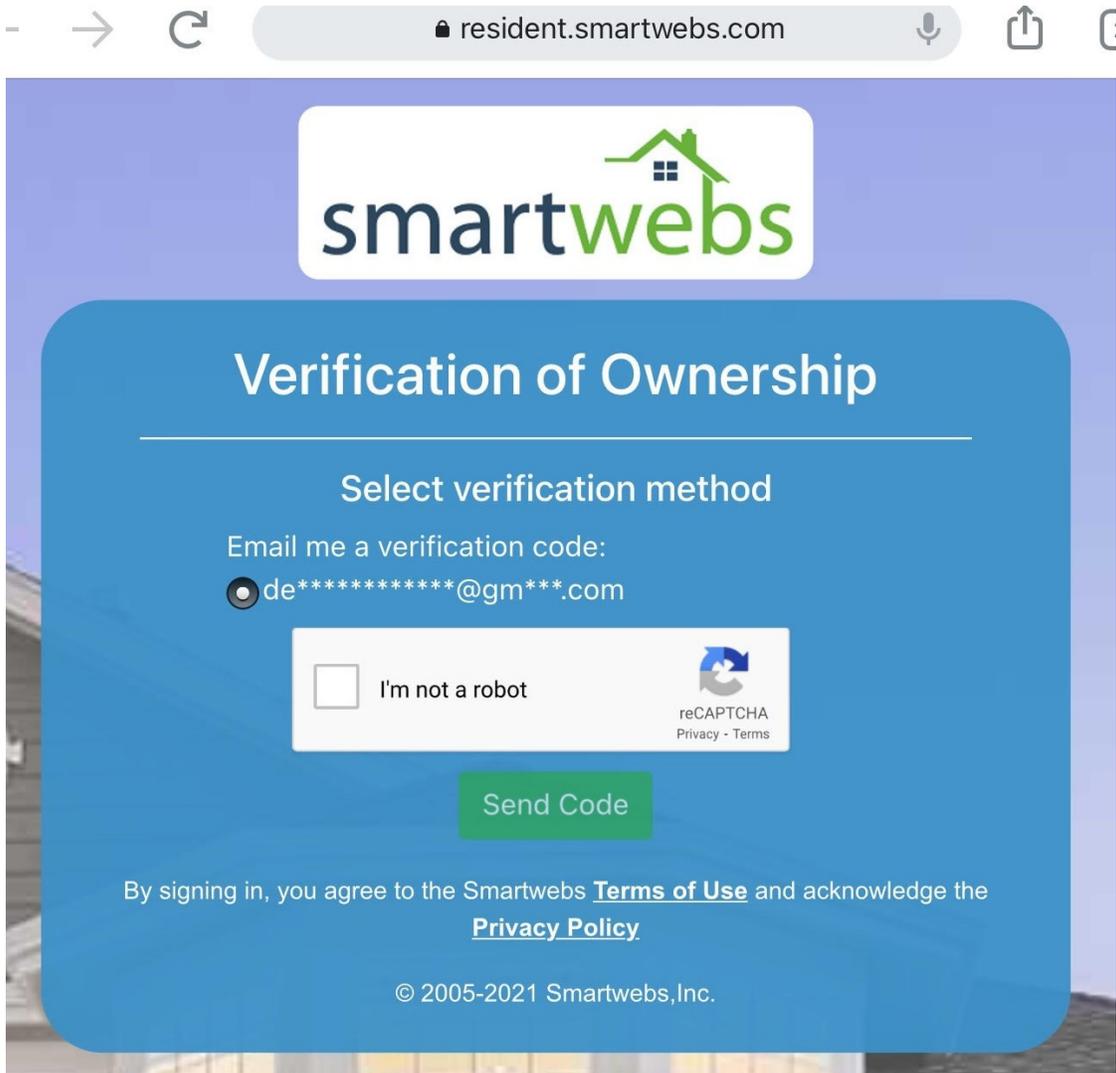
Have a question about this invitation?
Please contact your community management staff directly at

Click on **Create My Account**

Step 2.

You will be asked for **Verification of Ownership**:

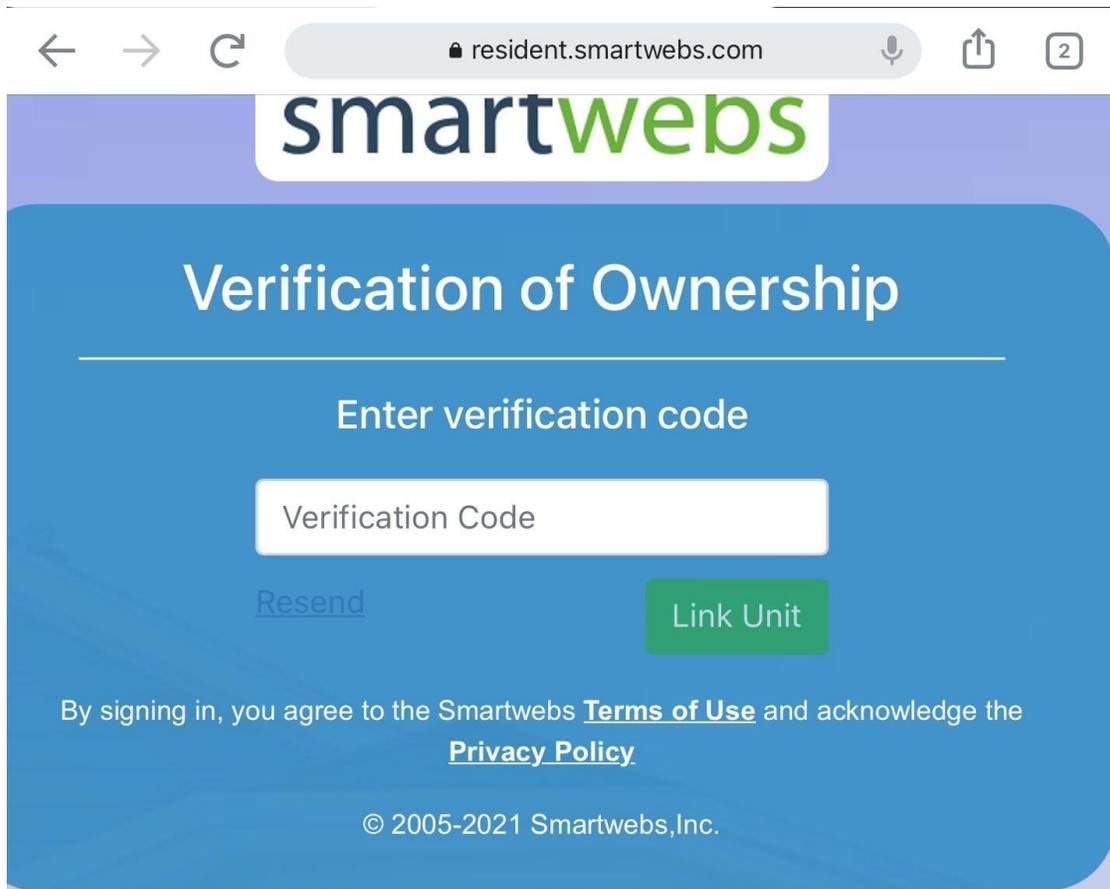
Check the **I am not a robot** box and click **Send Code**. A code will be sent to your email.



The screenshot shows a web browser window with the URL `resident.smartwebs.com`. The page features the smartwebs logo at the top, which includes a house icon. Below the logo is a blue rounded rectangle containing the text "Verification of Ownership". Underneath this, it says "Select verification method" and "Email me a verification code:". The email address `de*****@gm***.com` is shown with a radio button selected. There is a checkbox labeled "I'm not a robot" and a reCAPTCHA icon with the text "reCAPTCHA Privacy - Terms". A green "Send Code" button is positioned below the checkbox. At the bottom of the blue area, it states "By signing in, you agree to the Smartwebs [Terms of Use](#) and acknowledge the [Privacy Policy](#)". The footer of the page reads "© 2005-2021 Smartwebs, Inc."

Step 3.

Insert the code from email.

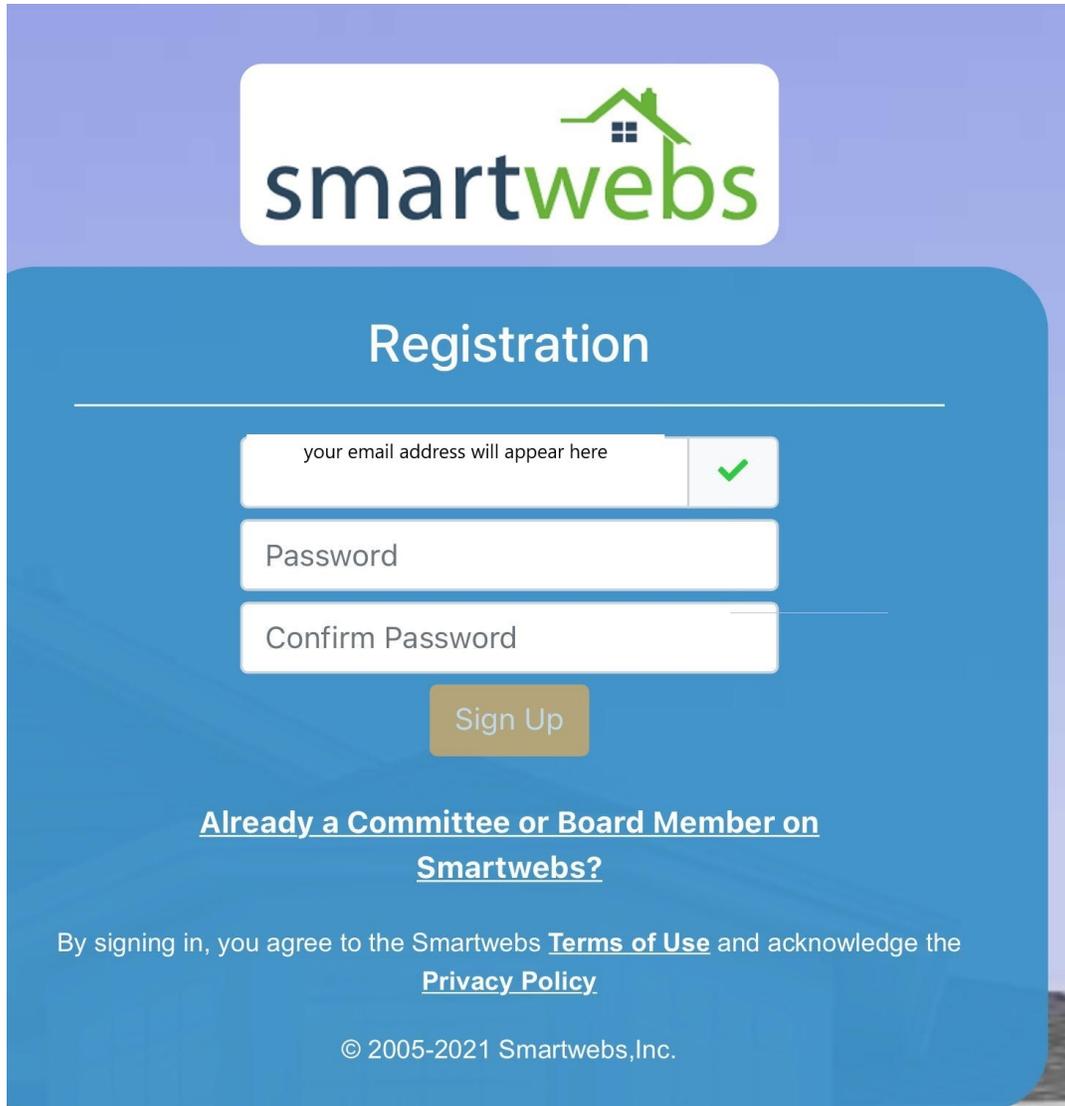


The screenshot shows a web browser window with the URL resident.smartwebs.com. The page features the Smartwebs logo at the top. The main heading is "Verification of Ownership". Below this, the instruction "Enter verification code" is displayed. A text input field labeled "Verification Code" is provided for user input. To the left of the input field is a [Resend](#) link, and to the right is a green "Link Unit" button. At the bottom of the page, there is a disclaimer: "By signing in, you agree to the Smartwebs [Terms of Use](#) and acknowledge the [Privacy Policy](#)." and a copyright notice: "© 2005-2021 Smartwebs, Inc."

Click **Link Unit**

Step 4:

You will be asked to register by creating a password. Your user name is your email address.



The image shows a registration form for Smartwebs. At the top, the Smartwebs logo is displayed, featuring a green house icon above the text "smartwebs". Below the logo, the word "Registration" is centered in a large, white font. The form consists of three input fields: the first is labeled "your email address will appear here" and has a green checkmark to its right; the second is labeled "Password"; and the third is labeled "Confirm Password". Below these fields is a brown "Sign Up" button. Underneath the button, there is a section titled "Already a Committee or Board Member on Smartwebs?" with a link to "Terms of Use" and "Privacy Policy". At the bottom, the copyright notice "© 2005-2021 Smartwebs, Inc." is visible.

Create a password, enter it twice, and click **Sign Up**

Step 5:

You are now ready to use SmartWebs. Just go to resident.smartwebs.com and log in with your email as username and the password you created. You will be taken to this screen. To begin an ARC request, select **Quick Actions**.

The screenshot shows a mobile browser interface for the SmartWebs Resident application. At the top, the status bar shows the time as 12:35 PM on Thursday, June 10, with a battery level of 80%. The browser tab is titled "Smartwebs Resident" and the address bar shows "resident.smartwebs.com". The application header includes the SmartWebs logo and the address "6409 Willowshire Way".

The main content area is divided into several sections:

- Recent Messages:** A section with a "New Mes" indicator (a green plus sign) and a message stating "There are no new messages in the past 7 days."
- My Profile:** A section displaying user information for Deborah Landes, including her email (deborah.landes@gmail.com) and account number (72380000). It also shows unit and mailing addresses (6409 Willowshire Way, Bradenton FL 34212). To the right, there are three summary cards: "Documents" (0), "Violations" (0), and "Architectural" (0).
- Quick Actions:** A section featuring a card for a "Form Type: Arc Online Form" with the name "RiverStrand ARC Form (in progress)". A blue "Arc" tag is visible on the card.
- Association Documents:** A section with a search bar labeled "Search by group name..." and a magnifying glass icon. Below the search bar, it states "Total items: 0" and a message "There are no groups."

Thank you for registering for River Strand **SmartWebs**.