

Introduction

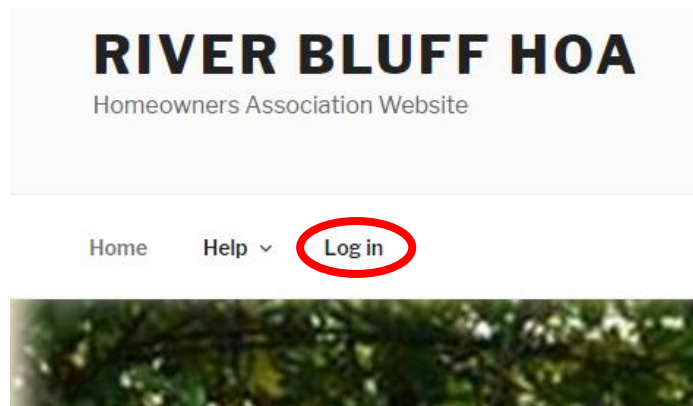
Your new website is no ordinary Internet site. It offers a host of interactive features designed to keep you informed, showcase our community, and allow you to communicate with the association.

Registering your Account

In order to provide security that only River Bluff residents have access to private information, a multi-step registration process is required. Please understand that these steps are necessary to prevent anyone other than River Bluff Residents from gaining access, and are for your security.

A submitted registration must be approved before you may login and view the residents-only content of this site. When you register, you will choose a user name and password, which should be something you easily can recall.

1. **Access Website:** Go to riverbluffhoa.org. To establish an account, you must follow these steps exactly.
2. **Log In:** From the menu bar, click on Log In. This is the ONLY TIME you will select Login until after the enrollment process is complete.



This WordPress access screen will be displayed. **Do not enter anything.** Simply click on the word **Register**. (Do not click on Log In. If you do, your access to the site will be blocked.)

A screenshot of the WordPress login screen. At the top is the WordPress logo. Below it are two input fields: "Username or Email Address" and "Password". Underneath is a math problem: "Please enter an answer in digits: three x 4 =". Below the math problem is a "Remember Me" checkbox. At the bottom of the login form is a blue "Log In" button with a red 'X' over it. Below the login form is a link that says "Register | Lost your password?", where the word "Register" is circled in red. At the very bottom is a link that says "← Back to River Bluff HOA".

3. **Register:** The WordPress Registration screen will be returned. Create a user name you can easily remember. Enter your email address and answer the simple mathematical problem in digits (for example: two x two = 4). Yes, to ensure you are not a robot, there will be a simple math problem every time you log into the website.

Click on the **Register** button. Please note the text that states “Registration confirmation will be emailed to you.”

The screenshot shows the WordPress registration page for 'River Bluff HOA'. At the top is the WordPress logo and the heading 'Register For This Site'. The form contains the following fields and elements:

- Username:** A text input field containing 'rbtestuser', highlighted with a red box.
- Email:** A text input field containing 'rbtestuser@riverbluffhoa', highlighted with a red box.
- Math Problem:** A text input field containing the answer '1' to the problem 'Please enter an answer in digits: fifteen - 14 =', highlighted with a red box.
- Confirmation:** A line of text stating 'Registration confirmation will be emailed to you.', with a red arrow pointing to it from the right.
- Register Button:** A blue button labeled 'Register', highlighted with a red box.

At the bottom of the form, there are links for 'Log in | Lost your password?' and a link to 'Back to River Bluff HOA'.

The following window is returned. Please note the text at the top which states that “Your registration is pending approval.” Until you receive an email confirming your approval, you cannot go any further. Close this window.

The screenshot shows the WordPress login page for 'River Bluff HOA'. At the top is the WordPress logo and the heading 'Your registration is pending approval.', with a red arrow pointing to it from the right. Below this is a login form with the following fields and elements:

- Username or Email Address:** A text input field containing 'rbtestuser', highlighted with a red box.
- Password:** A text input field.
- Math Problem:** A text input field containing the answer to the problem 'Please enter an answer in digits: three x 1 =', which is empty.
- Remember Me:** A checkbox labeled 'Remember Me'.
- Login Button:** A blue button labeled 'Log In'.

At the bottom of the form, there are links for 'Register | Lost your password?' and a link to 'Back to River Bluff HOA'.

4. **Wait for email:** Wordpress will send you an email with the subject "[River Bluff HOA] Your username and password info." Open this email and use the URL provided to access the screen to set your password.

[River Bluff HOA] Your username and password info

WordPress <wordpress@ecbiz226.inmotionhosting.com>

To rbtestuser@riverbluffhoa.org

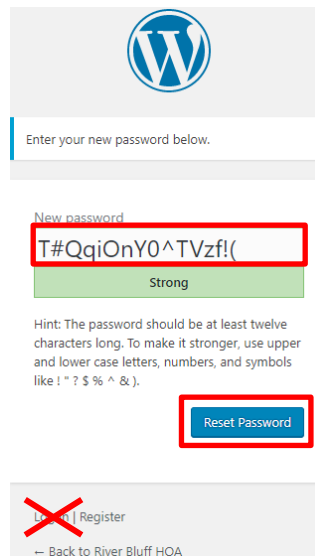
Username: rbtestuser

To set your password, visit the following address:

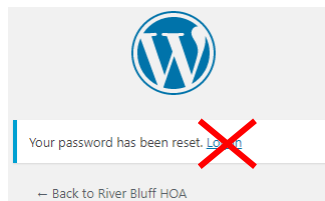
<http://ecbiz226.inmotionhosting.com/~riverb25/wp-login.php?action=rp&key=kYmEHsO6x8CBxQ2E3pg6&login=rbtestuser>

<http://ecbiz226.inmotionhosting.com/~riverb25/wp-login.php>

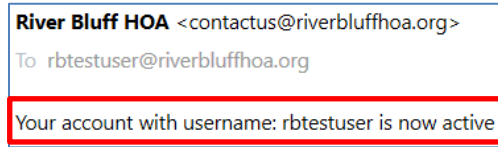
When you go to the URL included in this email, the following screen will be returned. First, clear the New Password field. You do not need to use such a cryptic password. After clearing the field, enter a password you can remember. It should be at least 6 characters in length. After entering your password, click on the Reset Password button. Do **NOT** log in yet.



A message will be displayed stating that your password has been reset. **BUT WAIT**...do **not** log in yet. For security purposes, the website administrator must approve your account first. This may take 12 – 24 hours, but should be completed much quicker than that. Until you receive an email stating that your account was approved, you cannot go any further. Close this window.



5. **Wait for approval:** Once approved, you will receive an email from WordPress with the subject: “[http://riverbluffhoa.org] Your account is now active”. NOW you may log into the site.



6. **Log In:** Go to riverbluffhoa.org. Click on **Log In** on the website homepage menu bar. The WordPress access screen will be displayed. Enter your username and password, and complete the math problem. Click on **Log in**.

A screenshot of the WordPress login page. At the top is the WordPress logo. Below it, a message says "You are now logged out." The login form contains fields for "Username or Email Address", "Password", and a math problem: "Please enter an answer in digits: eleven + 14 =". There is a "Remember Me" checkbox and a "Log In" button, which is highlighted with a red border. At the bottom, there are links for "Register | Lost your password?" and "Back to River Bluff HOA".

You now have access to the residents-only functions.

