

# dwellingLIVE™ User Guide

## INTRODUCTION

This guide is designed to provide CLPOA members step-by-step instructions on how to navigate the dwellingLIVE website and maximize the features offered. If you have not yet registered, visit <http://www.canyonlakepoa.com/online-guest-call-in-registration>. Please allow 2 - 3 business days to verify your information and process your request.

Once you receive your confirmation email visit <http://community.dwellinglive.com> to log-in.

For additional assistance, please visit the Member Services office.

## INSTRUCTIONS ON HOW TO...

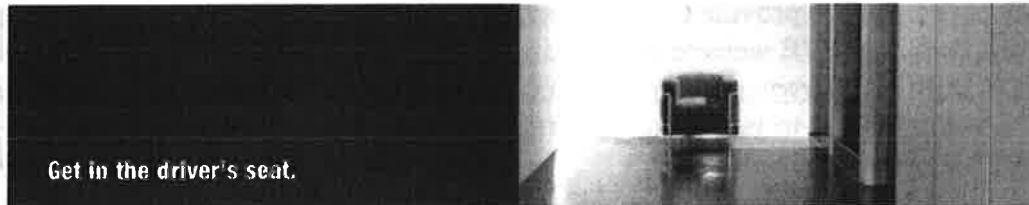
Log-in.....	2
Add a guest.....	3
Add a special event / party list.....	5
Restrict guest access on your account.....	7
Edit your account settings.....	9
• Email address / password	
• Contact phone number(s)	
• Email / Text alerts when a guest pass is added, issued, and / or denied	

## INSTRUCTIONS TO LOG IN

dwellingLIVE

HOME CONTACT **LOGIN**

### Login



#### Login:

Email

Password

Keep me logged in

[Forgot Password](#)

**LOGIN**

By clicking Login, you agree to the [Terms of Use](#) and [Privacy Policy](#).

#### Register Account

dwellingLIVE is a service provided by your community association. To register an account, we need to pair you with an existing property created by your community manager.

Select your registration process:

I have a one-time use Registration Code

I have a Temporary Email & Password

Don't have any of the above information?  
Please contact your community manager for assistance.



Use of this website constitutes acceptance of dwellingLIVE's [Terms of Use](#) and [Privacy Policy](#).

dwellingLIVE

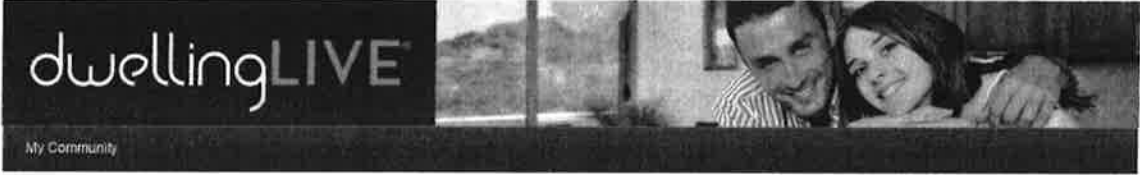
1. Go to the website: <https://community.dwellinglive.com>.
2. Enter in your email address and password. A temporary password will be provided in your confirmation email.
3. Click the "LOGIN" button.

# INSTRUCTIONS TO ADD A GUEST

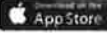

## 1. Click the "Add Guest" button.

Welcome TEST ACCOUNT  
Canyon Lake POA

Home My Account Tech Support Log Out



My Community

Guest List  

[Add Guest](#) [Add Party](#) [Restrict Guest](#) [Guest History](#)

Verbal Confirmation Code  
Resident/Owner:

Call Restrictions

Call Priority

1: Contact Number 1  3: Contact Number 3   
2: Contact Number 2  4: Contact Number 4

[Save Preferences](#)

Guests  Temporary  Permanent  Party  Restricted

No guests found.

## 2. A new page will appear.

### Add Guest

[Back to Guest List](#)

Temporary Guest  Permanent Guest  Party Attendee

First Name

Last Name

Company

Email


Notes for Attendant

Start Date

End Date

[Save](#) [Cancel](#)

3. Complete the fields boxed in red:

First Name  
\_\_\_\_\_  
\_\_\_\_\_  
Last Name  
\_\_\_\_\_  
\_\_\_\_\_  
Company  
\_\_\_\_\_  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
\_\_\_\_\_  
Notes for Attendant  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Start Date 1/14/2016  End Date 1/14/2016 

COMPANY NAME GUIDELINES

1. If you do not know the name of the driver, place an asterisk \* (shift + 8) in the First Name and Last Name fields.

2. Type in the company name without spaces (e.g. salvationarmy)

3. Type out any numbers in the company name (e.g. 24 Hour Air = twentyfourhourair)

Please follow these guidelines to ensure expedited service at the gates.


4. Click the  button.

# INSTRUCTIONS TO ADD A SPECIAL EVENT / PARTY LIST



## 1. Click the "Add Party" button.

Welcome TEST ACCOUNT  
Canyon Lake POA

Home My Account Tech Support Log Out



My Community

Guest List  

Add Guest **Add Party** Restrict Guest Guest History

Verbal Confirmation Code Resident/Owner: \_\_\_\_\_

Call Restrictions None

Call Priority

1: Contact Number 1  3: Contact Number 3

2: Contact Number 2  4: Contact Number 4

Guests  Temporary  Permanent  Party  Restricted

No guests found.

## 2. A new page will appear.

### Add Party

Party Title \_\_\_\_\_

Start Date  
1/14/2016

End Date  
1/14/2016

Party Guests

New Party List  Import List from File  Use Previous Party List

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

[Back to Guest List](#)

3. Complete the fields boxed in red:

Party Title  
\_\_\_\_\_

Start Date   End Date

**Party Guests**

New Party List  Import List from File  Use Previous Party List

First Name  Last Name

To add another guest, click the  button.


4. Click the  button.

# INSTRUCTIONS TO RESTRICT GUEST ACCESS ON YOUR ACCOUNT



## 1. Click the "Restrict Guest" button.

Welcome TEST ACCOUNT  
Canyon Lake POA

Home My Account Tech Support Log Out



My Community

Guest List  

Add Guest Add Party **Restrict Guest** Guest History

Verbal Confirmation Code: Resident/Owner: \_\_\_\_\_  
Call Restrictions: None  
Call Priority: 1: Contact Number 1 [v] 3: Contact Number 3 [v]  
2: Contact Number 2 [v] 4: Contact Number 4 [v]

**Save Preferences**

**Guests**  Temporary  Permanent  Party  Restricted

No guests found.

## 2. A new page will appear.

### Restrict Guest

[Back to Guest List](#)

License Plate Number: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Notes for Attendant: \_\_\_\_\_

**Save** Cancel

3. Complete the fields boxed in red:

First Name
<input type="text"/>
Last Name
<input type="text"/>
Company
<input type="text"/>
Email
<input type="text"/>
Notes for Attendant
<input type="text"/>

IMPORTANT REMINDERS

Restricting a guest will prevent him / her from obtaining a pass under your property not the entire community.

When adding a company name, please follow the guidelines outlined on page 3 under COMPANY NAME GUIDELINES.

4. Click the  button.



# INSTRUCTIONS TO EDIT YOUR ACCOUNT SETTINGS

1. Once logged in, click the **My Account** button.
2. Click the edit button next to your name.

My Account: 1111 Test Road

HOA Account #: 1000-001

Users

Logged in as

Photo	First	Last	Contact #'s	Email/Login
	TEST	ACCOUNT		wgorham@canyonlakepoa.com <span>Edit</span>

**Alternate Address**  
 Check here to receive mail at alternate address  
Address  
City State Zip  
Phone Name  
Phone Number  
Notes to display to management

**Telephone Entry System Settings**  
Display Name  
ACCOUNT, TEST  
Phone Number  
Select Phone Number  
Directory Display Status  
 Show  Hide

This section only applies to properties located in the Fairway Estates, tract - 3961.

Please DO NOT use this section. To update your mailing address visit the Association offices.

Save Account Information

3. To edit your email address and / or create a new password, complete the fields boxed in red:

## User Details

Photo  Owner  Resident  Tenant

First Name  
TEST

Last Name  
ACCOUNT

Relation to Owner

No file chosen

Email  
wgorham@canyonlakepoa.com

New Password (minimum 6 characters)

Confirm New Password

4. To add / edit your phone numbers, complete the fields boxed in red:

### Phone Numbers

Phone Name	Phone #
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5. To sign-up for email / text alerts when a guest pass is added, issued and / or denied check the appropriate boxes in red. For text messages you must select a cell phone number and the provider.

#### Email / Text Message Notification Settings

Notification	Email	Text Message
Guest Passes Issued & Denied	<input type="checkbox"/>	<input type="checkbox"/>
Guest Registration Confirmation	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Phone:	Select Phone # <input type="text"/>	Select Provider <input type="text"/>

#### IMPORTANT REMINDER

Alerts are available for each individual user. You will not be alerted when a guest pass is added / called-in by another user on the same property.

6. Click the  button.