

dwellingLIVE

User Guide

INTRODUCTION

This guide is designed to provide Canterwood members step- by- step instructions on how to navigate the dwellingLIVE website and maximize the features offered. If you have not yet registered, visit canterwood.org and click on the Security drop down menu. Click on dwellingLIVE and it will forward you to the start up menu.

If you are having trouble getting set up and logged in please contact the HOA office and they will help walk you through the start up process. (253)851-6158

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INSTRUCTIONS TO LOG IN

dwellingLIVE

HOME CONTACT 

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 call you with an eeting 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.



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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



Guest List   **Add Guest** Add Party ~~Resist Guest~~ Guest History

Verbal Confirmation Code: Resident/Owner:

Call Restrictions: None

Call Priority:

1: Contact Number 1	<input type="text"/>	3: Contact Number 3	<input type="text"/>
2: Contact Number 2	<input type="text"/>	4: Contact Number 4	<input type="text"/>

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
1/14/2018

End Date
1/14/2018

3. Complete the fields boxed in red:

First Name
Last Name

Company

Email

Notes for Attendant

Start Date	End Date
1/14/2016	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



Guest List  

Add Guest **Add Party** Register 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
1/14/2016	1/14/2016

Party Guests

New Party List Import List from File Use Previous Party List

First Name	Last Name	Add
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To add another guest, click the  button.


4. Click the  button.

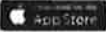

INSTRUCTIONS TO RESTRICT GUEST ACCESS ON YOUR ACCOUNT

1. Click the "Restrict Guest" button.





Welcome TEST ACCOUNT
Canyon Lake POA

Home My Account Tech Support Log Out



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.

Restrict Guest

[Back to Guest List](#)

License Plate Number

First Name

Last Name

Company

Email

Notes for Attendant

3. Complete the fields boxed in red:

First Name
Last Name
Company

Email

Notes for Attendant

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 HCA Account #: 1000-001

Users Logged in as

Photo	First	Last	Contact #s	Email/Login
	TEST	ACCOUNT		wgornham@canyonlakepoa.com [Edit]

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.

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

User Details

Photo	<input type="checkbox"/> Owner <input type="checkbox"/> Resident <input type="checkbox"/> Tenant
<input type="text"/>	First Name TEST
<input type="text"/>	Last Name ACCOUNT
<input type="text"/>	Relation to Owner
<input type="text"/>	Email wgornham@canyonlakepoa.com
<input type="text"/>	New Password (minimum 8 characters)
<input type="text"/>	Confirm New Password

No file chosen

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"/>	<input type="checkbox"/>

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.