

THE BENDERS LANDING ESTATES COMMUNITY WEB SITE GUIDELINES

LOGIN PAGE: www.benderslandingestates.org

Log-in and Registration Process

Registering as a user will allow you to create a user name and password for your family that you will use every time you login to the **Benders Landing Estates** Community web site.

How to Register

1. You will need your account number, which can be obtained from your Service Specialist (See contact at bottom of page).
2. Go to <http://www.benderslandingestates.org> and click the **<Register>** button (located top right).
3. You are prompted for 3 items: account number, last name, and email address.
4. Click **<Continue>** once all fields are filled in. If all information is correct, you will be brought to the next screen.
5. Fill in the form with the requested information. Here you will choose your personal userid and password. You can change these later through your profile on the web site, if needed.
6. Click **<Save & Continue>** and if all information is acknowledged, you will then be automatically entered into the web site.

How to Register a Tenant *(The owner must be registered first and initiate the process)*

1. Owner must log into the web site
2. Click the **<My Profile>** button on the left navigation
3. Click the tab labeled **<Add Additional Userids>**
4. Enter the tenants email address
5. Click the button **<Register Email and Process Request>**
6. The tenant will receive an email with a link to register

*The owner will see the status of **Pending** until the tenant has completed the registration, then the status will change to **Complete***

After Initial Registration; Log on procedure:

1. Visit <http://www.benderslandingestates.org>
2. Enter your username and password into the required fields
3. Click **<Owner Login>** to enter the web site
4. You are now on the **Benders Landing Estates Home Page**

NOTE: To access documents on the web site, you will need Adobe Acrobat on your computer. If you do not have this software already installed, click **<Help>** button on the top right corner on the home page. This will allow you to download Adobe Acrobat immediately on your computer.

If you have any questions or issues or are having trouble creating an account, please contact AMI at 713-932-1122 and ask for your community representative.