*Experience*
# COMMUNITY
*Your Way*

## ONE PARTNER.
## ONE COMPLETE SOLUTION.

### Community living has never been easier.

Meet your neighbors, manage your account, and access the resources you need for better community living, all through one user-friendly app.

Available for FREE to Associa communities, join TownSq now to start experiencing community your way!

- Connect with your neighbors
- Collaborate on community happenings
- Stay up to date on association interests
- Manage your account
- And more, any time on any device.

Your account is already set up and ready to use. Simply download TownSq in the app store using your mobile device or register at www.townsq.io with your Associa account number and zip code.

[ iOS ]  [ Web ]  [ Android ]

**Associa®**

## CONNECT. COLLABORATE.
## STAY UP TO DATE.

Designed as an all-in-one solution for managing communities, TownSq delivers the most complete, mobile community experience by helping you connect, collaborate and stay informed on everything happening in your community.

### CONNECT
- Easily communicate with your neighbors, community management team and board
- Access and update your account
- Pay online and review account balances anytime
- Make your voice heard with community polls

### COLLABORATE
- Submit work orders, service and architecture requests with no hassle
- Reserve and manage common areas and amenities
- Manage committee special projects and assignments
- Post community updates and announcements quickly
- Save time and reduce paperwork

### STAY UP TO DATE
- Get up-to-date community news and events
- Receive status updates on your requests
- Schedule push notifications for upcoming projects and completed assignments
- Upload and access association documents whenever you need

**townSq**
experience community your way

# TownSq (Town Square)

TownSq offers residents easy access to Association forms and up-to-date Association communications from Management and the Front Desk.  Unit owners will also find important Association documents such as financial and insurance certificates, in addition to access to your account history.

## To Register

Step 1.          Go to: https://app.townsq.io/associa/signup

Step 2.          Click on "Sign in now"

Step 3.          Click on "Need to Register"

Step 4.          Enter your maintenance fee account ID number and zip code  (account
                 ID number can be found on your HOA monthly statement)

Step 5.          Click on your name and this completes registration.

## Editing Your Profile and Add Occupants

Step 1.           Click "Edit Profile"

Step 2.          Click "Add Occupants"; any family member living in your unit or tenants, if you

                 lease your unit

Step 3.          Click Create Occupant

Step 4.          Enter First name, Last name, and E-mail

## TownSq Features

- Pay Online and Get Your Current Balance
  Please note there is a service fee when paying through a checking account or credit card
- Association Forms – obtain forms for a delivery, move, reserve lounge, etc.
- Governing Documents – Master Deed, Bylaws, Resident Handbook, etc.
- Maintenance Requests: for common areas

## Questions or Concerns

Contact Management