

## One-Step Validation

# OneLink Account Registration

To register on the OneLink website, the following information will be required: First Name, Last Name, and Email Address on file (Email 1 or Email 2). If the entered information does not match the data within AWM's internal records, the OneLink registration process will not be authorized.

## Registration Process

1. Enter the following URL: <https://infotrackeronelink.com/awm> in the web browser.
2. Click the 'Create Account' button on the web page.
3. Select if you are an 'Owner' or a 'Tenant/Resident'.

If you are an Agent, Power of Attorney, or a family member of the primary owner, please do not use this method but reach out to the owner to grant you access as a contact person.

If the unit is owned by multiple people, only 1 primary account can be created using the email on file. If other owners need access to the portal, they will need to be granted access from the primary account.

4. Enter the following Required Fields.

**\* Kindly be aware that the 'user name' cannot be modified in the future. We strongly advise against using your email address as your username.**

Keep in mind that one of the security words 1, 2 or 3 will need to be entered along with your username and password, every time you log in. Therefore, please make sure to remember at least one of the security words you used to register.

Please note that the username, once registered, can't be changed. However, the password and the security words can be changed from the 'My Profile' section once you have registered and logged in.

The screenshot shows a user interface with two buttons: 'Create Account' and 'Password Reset'. To the right, there is a 'Create Account' section with a 'Registration type' dropdown menu. The 'Owner' option is selected with a radio button, and the 'Tenant/Resident' option is unselected. A 'Proceed' button is located below the registration type options.

The screenshot shows the 'Create Account' registration form. The 'Registration type' is set to 'Owner'. The form includes the following fields, all marked as required with an asterisk (\*):

- First name \*
- Last name \*
- Email on file \*
- User name \*
- Security word 1 \*
- Security word 2 \*
- Security word 3 \*

Below the fields, there is a checkbox for 'Terms of Use Acceptance Agreement' which is currently unchecked. A 'Proceed' button is located at the bottom of the form.

5. Click the 'Terms of Use Acceptance Agreement' and ensure to read the agreement to create your account. After agreeing to the terms and conditions, you will be redirected back to the 'Create Account' page.
6. Click 'Proceed'

For owners that own multiple units, once 'proceed' has been selected, a prompt of all units *without an OwnerLink account* will display for selection. This process will need to be repeated for all units owned that require an OwnerLink account.

Your request for new user account was submitted successfully!

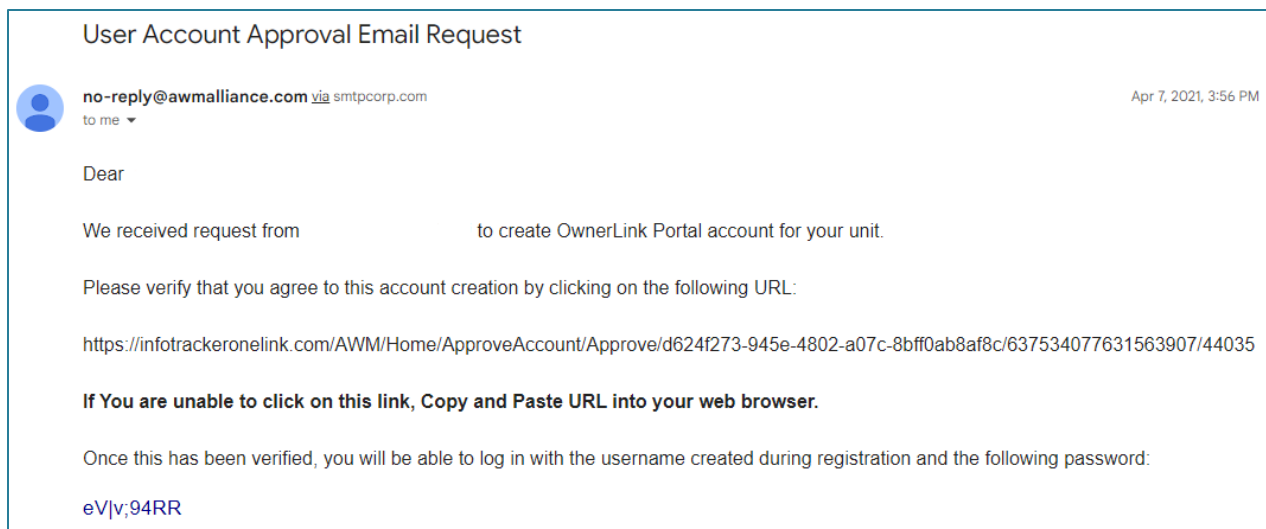
Thank you for submitting a new user request. An email has been sent to the owner of this unit to process an approval of this request.

Please check your email before continuing to create your user account or check with the unit owner for next steps.

## Account Approval

Upon successful completion of OwnerLink registration, several emails will be sent to the owner. Please note the following emails will be sent to the email address used to complete OwnerLink Registration:

1. Confirmation of the request - This email includes:
  - a) An auto-generated password that will be used to log into the OwnerLink account once the account has been verified.
  - b) Verification link to complete OwnerLink account registration – in the event the verification URL is not linked, please copy and paste it into the web browser.



2. Account Approval Notification Email: Once account approval is successful, an email confirmation will be sent to you.

You can log in using the username created at the time of registration and the system-generated password that was provided in the prior e-mail.

Thank You!

Your approval to grant access to Collette Bowers to your unit portal account has been successfully processed.

Please note that Collette has been notified via email of the same.