



# INSTRUCTIONS FOR CREATING AN ONLINE ACCOUNT, AND LINKING MULTIPLE ACCOUNTS:

**\*\*Note: we must have your Email Address on file before proceeding\*\***

## STEP 01

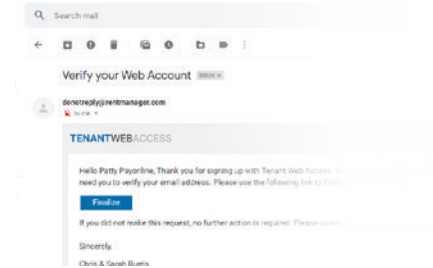
- Visit our website at: [continentalcommunities.com](http://continentalcommunities.com)
- Click on **Resident Login**
- Click **Sign up** at the bottom of the screen

## STEP 02

- Enter your Account # from your monthly statement (if you have a Chartwell loan, this is not the loan#) If you do not receive monthly statements or do not have one available, please email or call the community office and request your Account #

## STEP 03

- Follow the instructions on this screen and retrieve the email that was sent to you
- You should receive an email like this one.
- Click on **Finalize**



## STEP 04

- You will be prompted to create a password
- After you enter an acceptable password, you'll be able to login to your account.

## OPTIONAL STEP 05

**If you wish to link your loan, or any other account to your existing account continue with the following steps:**

- Repeat the sign-up process above using the new/other Account # you wish to link to your existing account that's already created
- Enter the same email address from your existing account so the system can recognize that you are already using the same email address
- You will be prompted to link your accounts (see image), click on **Save**

