



How to Register for the ComWeb Portal

This article will show you how to complete the Portal Registration Process on ComWeb Portals. There are two ways to register depending on the information your property manager collected.

- **Register via Email:** If your property manager has your email on file, you will be able to register using your email only.
- **Register via Account Number:** Your Community Association Manager will share your account number with you via letter. If you do not receive a letter containing your account number, please contact your Community Association Manager. **ComWeb employees are not authorized to share account numbers.**

Portal Registration Process via Email

Navigation:

Go to <https://comwebportal.com/login>

1. Click **Register as a new user**

A screenshot of the ComWeb Portal login page. The page has a light blue header with the text "Welcome to ComWeb Portal". Below the header, there is a login form with fields for "Email Address" and "Password", a green "Login" button, a link for "Forgot your password?", and a link for "Do not have an account?". The "Do not have an account?" link is highlighted with a red box, and the "Register as a new user" button is highlighted with an orange box. Below the form, there is a blue "Help Video" button. At the bottom of the page, there is the ComWeb logo, the tagline "Connection Through Innovation", and the copyright information "Copyright ComWeb Internet Solutions, Inc © 2016-2021" and "Version 3.4.0.3".

2. Search for your Association's name by typing in the field below the prompt

3. Enter your email address

4. Click **Find my record using this email**

5. Create a password using the guidelines outlined below then confirm your password.

- I. Must be at least six (6) characters
- II. Must have at least one (1) digit ('0' - '9')
- III. Must have at least one (1) lowercase letter ('a' - 'z')
- IV. Must contain at least one (1) uppercase letter ('A' - 'Z')
- V. Must contain at least one (1) special character (! @ # \$ % ^ & * . ,)

6. Check for your confirmation email and click the link in the email to confirm your account

Welcome to ComWeb Portal

Need help? Click here

Let's get started!

- Please type in at least 4 characters of your association name and a selection should appear from which to choose.
- Then enter your current email address so we can locate your resident record in the system.

Start typing your Neighborhood/Condo Association name:

Sample Property Owner's Association Name

Enter Your Email Address:

minniemouse@email.net

Find my record using this email

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Portal Registration Process via Account Number

If your email address is not found in the accounting system, you might be able to self-register using your account number, depending on the setup of your community's Portal. The account number is assigned by the property management company, and may be found on items such as invoices/statements or coupons.

Note: This feature must be enabled by your property management company. If this feature is not compatible with your PMC's setup, you will need to contact your PMC to update their records to reflect your current email address. They can also manually send an invitation at that time.

Navigation:

Go to <https://comwebportal.com/login>

1. Click **Register as a new user**

Welcome to ComWeb Portal

ComWeb Portal is an application for use by Association Management Companies that need their residents to access and update their association information.

This application is for use only by authorized users. Use by others is strictly prohibited.

Your use of ComWeb Portal, as demonstrated by attempting to log in, constitutes your acceptance and agreement to the ComWeb Portal Site Terms of Use.

For more information about ComWeb Portals, please visit <http://www.comweb4me.com/homepage-portal>

Email Address

Password

Login

Forgot your password?

Do not have an account?

Register as a new user

Help Video

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2. Search for your Association's name by typing in the field below the prompt

Welcome to ComWeb Portal

Need help? Click here

Let's get started!

- Please type in at least 4 characters of your association name and a selection should appear from which to choose.
- Then enter your current email address so we can locate your resident record in the system.

Start typing your Neighborhood/Condo Association name:

Please type in at least 4 characters to start the search.

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3. Enter your email address

4. Check the corresponding box to find your address by **Street Address** or by **Unit Number**

Welcome to ComWeb Portal

Need help? Click here

Let's get started!

- Please type in at least 4 characters of your residential street number and name, and a selection should appear from which to choose.
- If a telephone number or alternate email address is found, you will be given the option of using them to validate.
- Or you can enter your account number to proceed.

Start typing your Neighborhood/Condo Association name:

Sample Property Owner's Association Name

Enter Your Email Address:

minniemouse@email.net

Find my address by:

Street address Unit number

Enter your Residential Street Number and Name:

1234 Disney Land Circle

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5. Select an option to register. Depending on your property management company you might have a couple of options.

Welcome to ComWeb Portal

Need help? Click here

Start typing your Neighborhood/Condo Association name:

Sample Community - Clearwater, FL

Enter Your Email Address:
test@xyz.zzz

Find my address by:
 Street address Unit number

Enter your Residential Street Number and Name:
100 Sales St. Unit L1003

Pick an email or telephone
use*****@example.com

Register using email

-- OR --

Enter your Account Number:
Account Number

Register with your account number

I don't know my account number

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6. Contact your Community Association Manager if you do not know your account number. Your Association Manager will share your account number with you.

7. Complete your registration by clicking **Register with your account number**

Welcome to ComWeb Portal

Need help? Click here

Start typing your Neighborhood/Condo Association name:

Sample Property Owner's Association Name

Enter Your Email Address:
minniemouse@email.net

Find my address by:
 Street address Unit number

Enter your Residential Street Number and Name:
1234 Disney Land Circle

Enter your Account Number:
Account Number

Register with your account number

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8. Create a password using the guidelines outlined next to the prompt. Confirm your password.

- I. Must be at least six (6) characters
- II. Must have at least one (1) digit ('0' - '9')
- III. Must have at least one (1) lowercase letter ('a' - 'z')
- IV. Must contain at least one (1) uppercase letter ('A' - 'Z')

- V. Must contain at least one (1) special character (! @ # \$ % ^ & * . ,)
- 9. Check for your confirmation email and click the link in the email to confirm your account

<https://support.comweb4me.com/portal/en/kb/articles/how-to-register-for-the-comweb-portal>