

# 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.

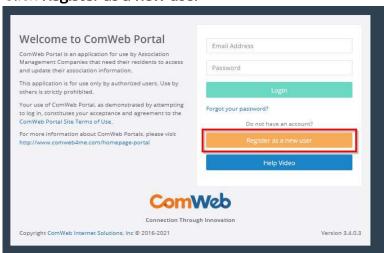
- **Register via Email:** If your property manager has your email on file, you will be able to register using your email only.
- Register via Account Number: Your Community Association Manager will share your
  account number with you via letter. If you do not receive a letter containing your account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



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



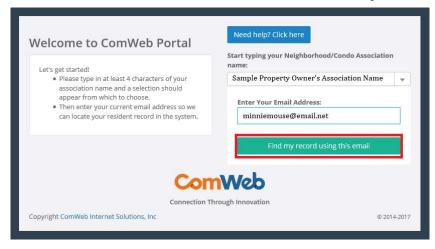
3. Enter your email address



4. Click Find my record using this email



- 5. Create a password using the guidelines outlined below then confirm your password.
  - I. Must by 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



## 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

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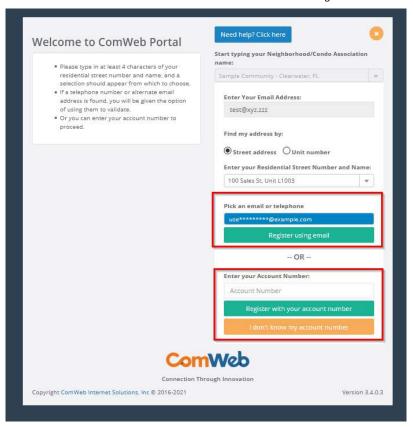
2. Search for your Association's name by typing in the field below the prompt



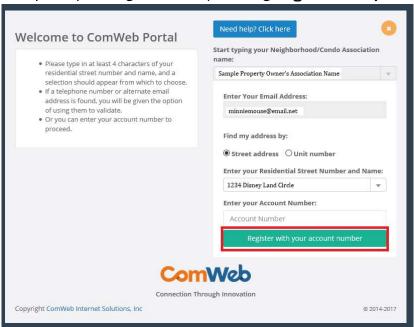
- 3. Enter your email address
- 4. Check the corresponding box to find your address by Street Address or by Unit Number



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



- 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**



- 8. Create a password using the guidelines outlined next to the prompt. Confirm your password.
  - I. Must by 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