

Registration Instructions for Title Companies Using the **Common Log-In**

IT IS RECOMMENDED THAT THESE INSTRUCTIONS ARE PRINTED AND AVAILABLE AS YOU REGISTER (BY RETURNING TO THE SELLING PAGE OF THE MANAGEMENT COMPANY WEBSITE).

Welcome to the Community Archives Information Services website. In order to utilize our website, the first step is registering. Just follow along with our easy, step-by-step instructions and screen shots, and you will be well on your way! Start by clicking **Register** at the bottom of the screen:

This web site is designed to provide convenient access to community association documents/information. Whether you are a homeowner, mortgage company, Realtor, or Title Company this site will allow you to obtain the documents/information that you require.

Member Log In

E-mail address:

Password:

[Forget your password?](#)

Not a Member

If you have not previously obtained documents/information please register. After registering with the site you will be able to begin acquiring the documents/information that you need.

Note: This is a one time registration. Once you are registered at Community Archives with your email address you cannot use the same email to register again. Please make note of your email address and password for easy ordering in the future.

Registration Instructions for Title Companies Using the **Common Log-In**

1 Enter Name, Email Address and Password

Customer Registration

First name

Last name

Email address

Re-enter email address

Create Password

Password (enter 5-16 characters - password is case sensitive)

Re-enter password

Secret Question

Secret Answer:

Required Field

First Name – Enter your title company’s name

Last Name – Enter the name of your branch

Email Address – If you have one main person that will be processing most/all of the orders, you will want to enter their email address here (nameofperson@titleco.com). This email address will receive *all* order confirmations and an e-copy of completed orders.

Note: If you prefer to use a general mailbox, such as a customerservice@titleco.com, enter that email address.

Re-enter email address – Re-enter the email address

Password – This is where you create your password. Enter 5-16 characters (password is case sensitive)

Note: When using the “Common Log-In” option, please make sure you inform all employees of the email address and password!

Re-enter password – Re-enter password

Secret Question – In the event that you forget your password, you will be requested to ask and answer the secret question. Community Archives recommends the default question “What street did you grow up on”?

Secret Answer – Enter the name of your branch. Community Archives recommends the selected default secret question and your branch name as the answer to make it easier for your staff to remember.

CLICK CONTINUE

Registration Instructions for Title Companies Using the **Common Log-In**
2 **Company/Customer Information**

Customer Registration Customer Contact : **TITLE CO. NAME BRANCH**

Business Type / Occupation

Title Company

Enter Company Name

Enter Company/Customer Address

Address 1

Address 2

City

Country

State/Province

Zip

Enter Phone and Fax Number (Please Enter Area Code)

Phone Ext.

Fax

Will(or Have) other users from your company register(registered) for this site? Yes No

Required Field

Business Type / Occupation – Select “Title Company”

Company Name – Enter your personal name (person who registered)

Address 1 – Enter the title company’s primary business address

Address 2 – Enter a unit/suite number, if applicable

City – Enter city

Country – Select country (The system automatically defaults to the United States)

State/Province – Select state

Zip – Enter a 5-digit zip code

Phone & Fax – Enter the title company’s primary telephone and fax number with the area code first

Will (or Have) other users from your company register (registered) for this site?
– Answer: No (This is not used for the Common Log-In option).

CLICK CONTINUE

Registration Instructions for Title Companies Using the **Common Log-In****3** Enter Delivery Information

This will be the default delivery address and email address for all products ordered. This can be changed per order.

Customer Registration

Name

Address1

Address2

City

Country
 ▼

State
 ▼

Zip

Delivery email

Will you require additional Email Notifications?
 Yes No

If yes, please enter an email address
 Required

Will you require additional Email Notifications? - If you would like an **additional** email address to receive an e-copy of the completed order, please answer "Yes". You will then be required to enter an additional email address.

Note: The "Additional Email Notification" feature is typically used when a company processes information at a separate location (i.e. a central processing center).

CLICK SUBMIT

Registration Instructions for Title Companies Using the **Common Log-In**

Congratulations, you are done!

Thank you!

You've successfully registered.

We have sent an email to confirm your registration.

NOTE: E-mail responses from this system will be from CustomerService@communityarchives.com, please set your firewall and/or Spam blocker to accept all e-mails from this source.

Continue

Click Continue to begin the ordering process.

Note: When using the "Common Log-In" option, please make sure you inform all employees of the email address and password!