

## Registration Instructions for Title Companies with User Groups

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 with **User Groups**

### 1 Enter Name, Email Address and Password

### Customer Registration

**1** Enter Name, Email Address and Password

<input type="text" value="Christine"/>	<input type="text" value="Kett"/>
<input type="text" value="customersvc@msn.com"/>	
<input type="text" value="customersvc@msn.com"/>	

**Create Password**

Required Field

**First Name** – Enter your first name

**Last Name** – Enter your last name

**Email Address** – Enter your email address. This email address will receive *all* order confirmations and an e-copy of completed orders.

**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)

**Re-enter password** – Re-enter password

**Secret Question** – In the event that you forget your password, you will be requested to ask and answer a secret question. Select from the drop down menu

**Secret Answer** – Enter your answer to the secret question

**CLICK CONTINUE**

## Registration Instructions for Title Companies with **User Groups**

### 2 Company/Customer Information

**Customer Registration**

**2** **Company/Customer Information** Customer Contact : **Christine Kett**

**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 from the drop down menu

**Company Name** – Enter company name

**Address 1** – Enter 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 Company’s primary telephone and fax number with area code first

**Will (or Have) other users from your company register (registered) for this site?** – By answering “Yes” to this question, this will allow you the option to view the User Group Menu. User groups allow you, as well as other users, to view the group’s order history.

**CLICK CONTINUE**

## Registration Instructions for Title Companies with **User Groups**

### 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**

**3 Enter Delivery Information**

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

Required Field

**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**

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**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