Change Portal Profile Settings
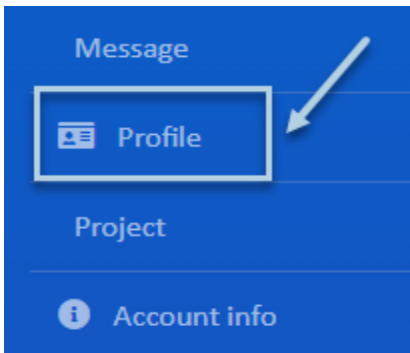
Modified on: Mon, 27 Mar, 2023 at 8:07 AM

Learn how to change your Profile Settings and update information on the Community Portal.

Change Settings and Update Information

Step 1. Login to the Community Portal.

Step 2. Click the **Profile** button on the left side.

Edit General Information

This section includes important contact information. To make changes to this section, click the Edit General button on the top right hand side.

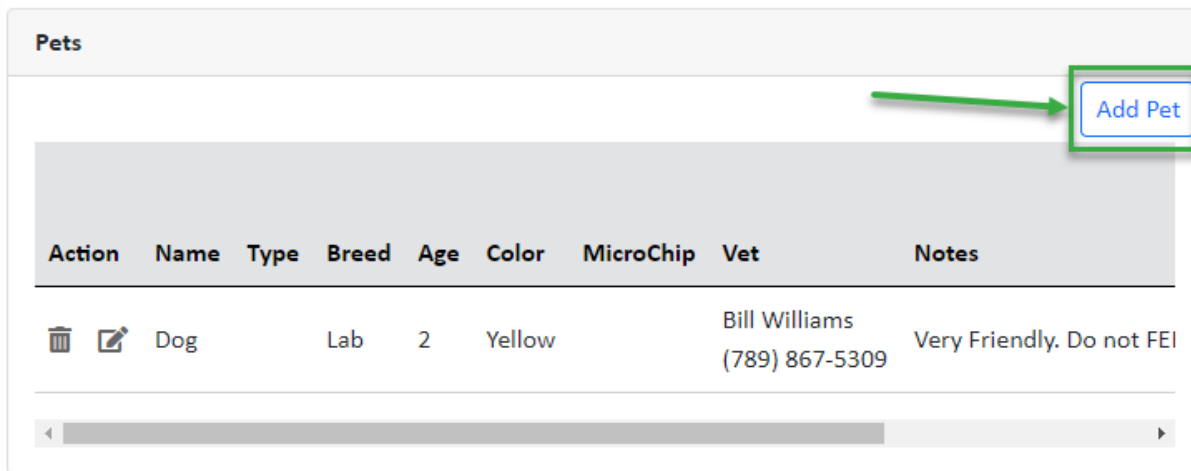**NOTE-** Some information cannot be edited, such as Unit information and Account Id.

General

Click the Save button to finalize your changes.

Pets

To add a new pet, click the **Add Pet** button on the right hand side.

Pets

Add Pet

Action	Name	Type	Breed	Age	Color	MicroChip	Vet	Notes
🗑 ✎	Dog		Lab	2	Yellow		Bill Williams (789) 867-5309	Very Friendly. Do not FEI

To **Edit** a pet, click on the **Pencil/Paper** icon.

Pets

Add Pet

Action	Name	Type	Breed	Age	Color	MicroChip	Vet	Notes
🗑 ✎	Dog		Lab	2	Yellow		Bill Williams (789) 867-5309	Very Friendly. Do not FEI
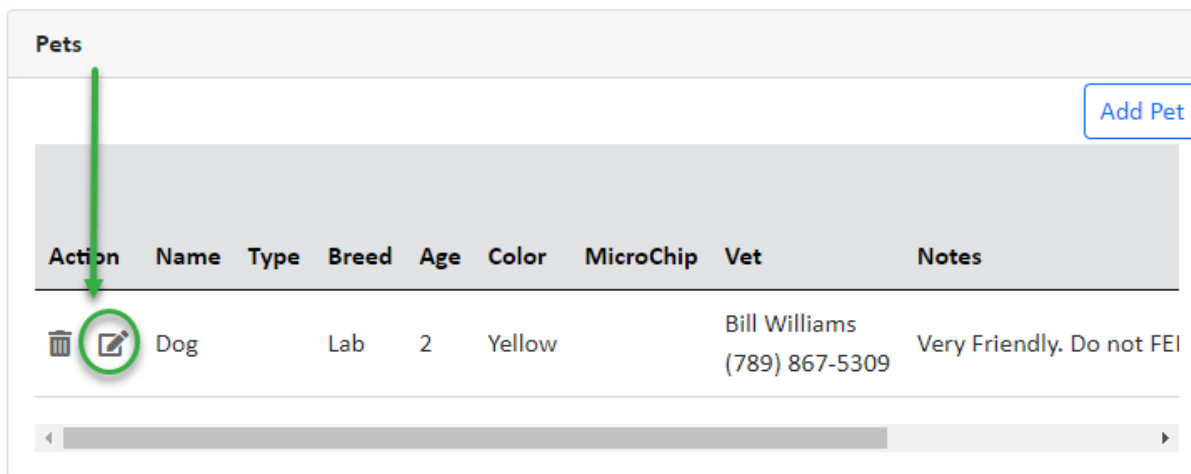
To **Delete** a pet, click the **Trash** icon.

Pets

Add Pet

Action	Name	Type	Breed	Age	Color	MicroChip	Vet	Notes
🗑 ✎	Dog		Lab	2	Yellow		Bill Williams (789) 867-5309	Very Friendly. Do not FEI
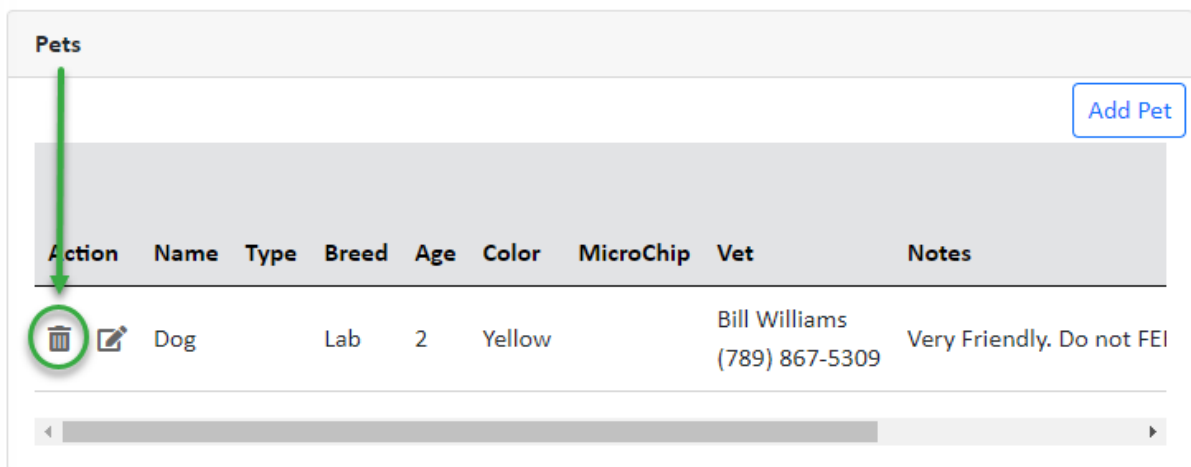
Additional Members

This allows you to create a Portal account for additional household members, or others who may need access, such as a financial manager, or a property manager if the property is a rental.

Click the **Add Additional Member** button and enter the name and email address of the new member. They will receive an email with instructions and a temporary login and password.

To delete a Member, click the Trash icon.

eStatements

Use this section to change your preferences for eStatements. Click the **Change eStatement Settings** hyperlink.

eStatements

eStatements are enabled for **joeh@eunify.net**

Click to Change eStatement Settings

Make changes in the Member eStatement window.

Member eStatement

Save   Cancel

eStatement Setup

eStatements are enabled and are being sent to: joeh@eunify.net

What do you want to do?

○ Change email to: [joeh@eunify.net]

○ Re-send activation email

○ Turn off eStatements

Click the Save button to finalize your changes.

Save   Cancel

My Picture

Use this section to upload a photo of yourself. To add a photo, or edit the existing photo, click the **Edit Picture** button.

My Picture

Edit Picture

If uploading a new photo, click the **Choose File** button and locate the photo on your computer. If replacing a photo, click the checkbox under Remove, and then the Choose File button to select the new photo.

Click the Save button when complete.

Member Profile - Kevin Yelman1111

Current File:
3883.png

Remove

☐

Replace With:

Choose File	No file chosen

Display a picture of yourself:

Save   Cancel

Preferences

Use this section to change preferences for Time Zone, Electronic Communications and Notifications.

Member Profile - Debra Ton   ❷🖨

Time Zone:	Pacific (GMT - 8)	⌄		

Event Horizon: [2]   *days. On your home page, the number of days in the future to look for events (0 - No events).*

Multi-Community Access: **Enabled**   Change Master login

Electronic Communications *You may change any of these settings at any time.*

☐ *I wish to receive newsletters electronically*

☐ *I wish to receive my statements electronically*

Notification Preferences *Check a box to receive an email notification when new items are added.*

Notification Method: Email   ⌄

Group	Announcement	Classified	Contact	Discussion	Document	Event	Link	Message
Residents *(Public Grouping)*	☑	☑	☐	☐	☐	☑	☑	☐
Owners	☐	☐	☐	☐	☐	☐	☐	☐
TEST group	☐	☐	☐	☐	☐	☐	☐	☐

[Save]   [Cancel]

Privacy Settings

Use this section to limit the information available on the portal.

Member Profile - Debra Ton   ❷🖨

☑ Hide Email

☐ Hide SMS Email

☑ Hide Address

☑ Hide Unit Address

☑ Hide Phone

☑ Include in Directory

☐ Never Receive Email from Others

Change Login

Use this section to change your Username and Login information.

Change Login   🖶

Login **Name:**   [test]

New **Password:**   [   ]
                             Type Password

Confirm **Password:**   [   ]

[Save] [Clear Fields] [Cancel]