

Getting Started

Submitting an architectural application your association for review and approval is a quick, easy process you can complete online.

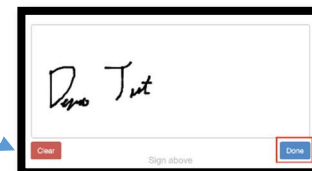
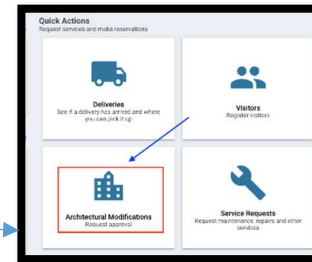
Step 1: Complete the Architectural Modification Application

1. Login to your association's resident portal at URL: <http://portal.connectresident.com>
2. Under Quick Actions, click on "Architectural Modifications"
3. Review the application instructions
4. Complete all required fields
5. Verify the listed guideline under Project Type to ensure your request meets the guideline specific
6. Attach required documents



The application will include a checklist of documents required for submittal.

7. Sign your application by holding the left button on the mouse as you are moving it to draw your signature



Step 2: Process Payment

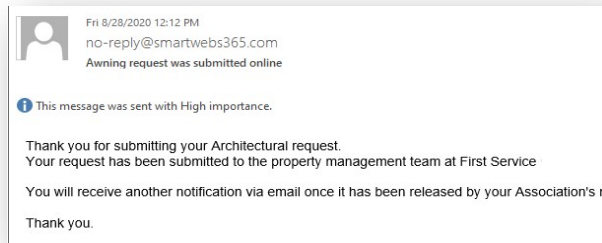
1. Your association may have an application processing fee and/or project deposit fee. All fees will be listed.
2. Enter your payment information
 - a. Bank account payments will be charged a \$.99 convenience fee
 - b. Card payments will be charged a \$3.00 convenience fee for amounts under \$100 and 3% of the total payment for amounts over \$100
3. Confirm Payment



Step 3: Submit Application

1. Click on the submit button

After submitting the application, you will receive a confirmation email from no-reply@smartwebs365.com. See example below.



Add payment method

Payment Method:

Account holder:

Account Type: Checking Savings

Account number:

Routing number:

Demo Test Date: Jul 24, 2020

7493 Knight Ave Project Pilot Test

Henderson, NV 89052

E:

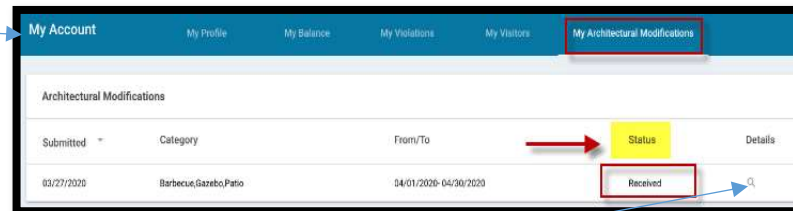
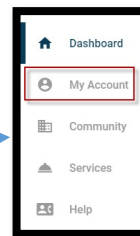
Item	Total
Subtotal:	\$35.00
Processing fee:	\$0.01
Total:	\$35.01

Track the status of your ARC Request & Add additional documents-If requested

You can track the status of your request in your resident portal, review how to track the status below. Your request will be reviewed by your management team and released to the Architectural Committee. If additional documents are required, you will receive an email notification, review how to add documents below.

Track the status of your ARC Request

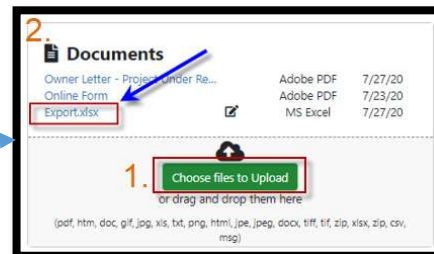
1. Login to the resident portal. Open the menu and select "My Account".
2. From the "My Account" page click on "My Architectural Modifications" tab and review the Status section



Add Documents to your Project

You will receive an email notification if additional documentation is required.

1. Login to the resident portal. Open the menu and select "My Account". From the "My Account" page click on "My Architectural Modifications" tab
2. Click on the magnifying glass icon under the Details section
3. To add documents, click on "Choose files to Upload." The document/s that you upload will show under "Documents" section



You will receive an email notification with the Architectural Committee decision. The email will come from no-reply@smartwebs365.com.