



HICKORY HILLS PROPERTY OWNERS' ASSOCIATION

20 Hickory Hills Drive

White Haven, PA 18661

Office: 570-443-8108

Email: office@hhpoa940.org

Website: www.hickoryhills940.com

HOW TO VALIDATE YOUR CELL AND EMAIL IN THE HHPOA PORTAL

We need to have correct information for users. To make sure you validate your information please follow these instructions

STEP 1

Please log in to your HH Portal account. You will notice that this account is not verified.

The screenshot shows the HHPOA portal interface. On the left is a dark sidebar with navigation links: Dashboard, Ticket, Profile, My Community, Communication, and Library. The main content area has a dark header with 'HHPOA' on the left and 'Katey Sagal' on the right. Below the header, there's a 'Welcome, Katey Sagal' message with a house icon. A green notification bar says 'Login success!'. Below that, there are two sections: 'EMAIL ADDRESSES' with one entry 'kateya@gmail.com' and 'PHONE NUMBERS' with one entry '(907) 555-1876'. Both entries have a red 'NOT VERIFIED' label to their right.



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STEP 2

Click on and Navigate to Summary. You can do that by clicking on Profile [STEP 2A] then Summary [STEP 2B]

The screenshot shows the HHPOA mobile app navigation menu. The menu items are: Dashboard, Ticket, Profile, General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library. The 'Profile' option is highlighted with a purple box and labeled 'STEP 2A'. The 'Summary' option is highlighted with a red box and labeled 'STEP 2B'.

STEP 3



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Here is an overview of your information. This includes the cars and properties registered to your account, as well as your contact information. We request that you validate your registration. For example, Katey has not validated her information, which could be due to reasons like changing her email address or cell phone number. Next to each piece of information, you will find a "re-send verification" option.

HHPOA Katey Sagal

Summary

Katey Sagal \$0.00 Good
Profile Open Balance Status

Home / Profile / Settings

EMAIL ADDRESSES

kateys@gmail.com Re-send Verification NOT VERIFIED

PHONE NUMBERS

(907) 555-1876 Re-send Verification Verify NOT VERIFIED

PROPERTIES

Address

2000 Sunshine Dr

VEHICLES

License Plate #

For instructions validate your email, please proceed to step 4 starts on page 4
For instructions to verify your cell number, please proceed to step 7 starts on page 7



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STEP 4

For E-Mail validation you need to click on Re-send Verification button **[RED BOX]**

The screenshot shows the user profile page for Katey Sagal. The page is divided into several sections: Summary, EMAIL ADDRESSES, PHONE NUMBERS, PROPERTIES, and VEHICLES. The EMAIL ADDRESSES section shows an email address kateys@gmail.com with a 'Re-send Verification' button highlighted in a red box and a 'NOT VERIFIED' status. The PHONE NUMBERS section shows a phone number (907) 555-1876 with 'Re-send Verification', 'Verify', and 'NOT VERIFIED' buttons. The PROPERTIES section shows an address 2000 Sunshine Dr. The VEHICLES section shows a license plate field.



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STEP 5

You will see a preview of the address where the verification is being sent. This is to ensure you are sending it to the correct email address. If the address is correct, please press send.

STEP 5A

STEP 5B

HHPOA

Katey Sagal

Re-send Verification

Email

kateys@gmail.com

Cancel Send

EMAIL ADDRESSES

kateys@gmail.com Re-send Verification NOT VERIFIED

PHONE NUMBERS

(907) 555-1876 Re-send Verification Verify NOT VERIFIED

PROPERTIES

Address

2000 Sunshine Dr

VEHICLES

License Plate #



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STEP 6

The system will send a link to your email address. Simply click on the link to validate your account. Once completed, you will see "verified" next to your email address [BLUE BOX].

The screenshot shows the HHPOA user interface. The top navigation bar includes the HHPOA logo, a menu icon, and the user's name 'Katey Sagal'. The left sidebar contains a navigation menu with options like Dashboard, Ticket, Profile, General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library. The main content area is titled 'Summary' and displays the following information:

- Summary:** Profile: Katey Sagal, Open Balance: \$0.00, Status: Good.
- EMAIL ADDRESSES:** A table with one entry: kateys@gmail.com, which is highlighted with a blue border and has a 'VERIFIED' status.
- PHONE NUMBERS:** A table with one entry: (907) 555-1876, with buttons for 'Re-send Verification', 'Verify', and 'NOT VERIFIED'.
- PROPERTIES:** Address: 2000 Sunshine Dr.
- VEHICLES:** License Plate #.



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STEP 7

To validate your cell phone, you need to receive a text message with a code. Enter this code on the website. Click on the "Re-send Verification" button next to your cell number. **[RED BOX]**

The screenshot shows the HHPOA user interface. The top navigation bar includes the HHPOA logo, a menu icon, and the user name 'Katey Sagal'. The left sidebar contains various navigation options such as Dashboard, Ticket, Profile, General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library. The main content area is titled 'Summary' and displays user information: 'Katey Sagal', '\$0.00 Open Balance', and 'Good Status'. Below this, there are sections for 'EMAIL ADDRESSES', 'PHONE NUMBERS', 'PROPERTIES', and 'VEHICLES'. In the 'PHONE NUMBERS' section, the number '(907) 555-1876' is listed with a 'Re-send Verification' button highlighted in a red box, a 'Verify' button, and a 'NOT VERIFIED' status indicator.



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STEP 8

You will then confirm the number to which you are going to send the verification code. If the number is incorrect, please update it by navigating to Profile → Phone Numbers. Ensure the number is correct [STEP 8A] and then press send [STEP 8B]. Check your phone for a 6-digit verification code.

STEP 8A

STEP 8B

The screenshot displays the HHPOA user interface. A modal dialog box titled "Re-send Verification" is centered on the screen. It contains a text input field with the phone number "(907) 555-1876" and two buttons: "Cancel" and "Send". The "Send" button is highlighted with a red box. Two black arrows point to the dialog box: one from the text "STEP 8A" pointing to the input field, and another from the text "STEP 8B" pointing to the "Send" button. The background shows the user's profile page with sections for "EMAIL ADDRESSES", "PHONE NUMBERS", "PROPERTIES", and "VEHICLES".



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STEP 9

Once you receive your 6-digit code, click on the green "Verify" button. **[RED BOX]**

The screenshot shows the HHPOA user interface. On the left is a dark sidebar with a navigation menu including: Dashboard, Ticket, Profile (selected), General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library. The main content area is titled 'Summary' and shows user information for 'Katey Sagal' with an open balance of '\$0.00' and a 'Good' status. Below this is a breadcrumb trail: Home / Profile / Settings. The page is divided into sections for 'EMAIL ADDRESSES', 'PHONE NUMBERS', 'PROPERTIES', and 'VEHICLES'. Under 'EMAIL ADDRESSES', the email 'kateys@gmail.com' is listed with a 'Re-send Verification' button and a 'NOT VERIFIED' status. Under 'PHONE NUMBERS', the number '(907) 555-1876' is listed with 'Re-send Verification', a green 'Verify' button, and a 'NOT VERIFIED' status. A red square box highlights the 'Verify' button. Under 'PROPERTIES', the address '2000 Sunshine Dr' is listed. Under 'VEHICLES', the license plate field is empty.



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STEP 10

You will then enter in the six digit code [STEP 10A] you received and press verify button [STEP 10B].

STEP 10A

STEP 10B

The screenshot shows the HHPOA user interface. On the left is a dark sidebar with navigation options: Dashboard, Ticket, Profile, General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library. The main content area shows the user's profile for 'Kate Sagal'. A 'Verify' modal is overlaid on top. The modal has a green header and contains a 'Phone Number' field with the value '(907) 555-1876' and a 'Code' field. At the bottom of the modal are 'Cancel' and 'Verify' buttons. The 'Verify' button is highlighted with a red box. Two arrows point to the modal: one from 'STEP 10A' to the 'Code' field and one from 'STEP 10B' to the 'Verify' button. The background shows sections for 'EMAIL ADDRESSES', 'PHONE NUMBERS', 'PROPERTIES', and 'VEHICLES'.



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STEP 11

You will now see that the phone number is registered and the account is complete [BLUE BOX].

The screenshot shows the user profile page for 'Katey Sagal' in the HHPOA system. The page is divided into several sections:

- Summary:** Shows the user's name 'Katey Sagal', profile picture, 'Open Balance' of '\$0.00', and 'Good Status'.
- EMAIL ADDRESSES:** Lists 'kateys@gmail.com' with a 'VERIFIED' status.
- PHONE NUMBERS:** Lists '(907) 555-1876' with a 'VERIFIED' status. This section is highlighted with a blue border.
- PROPERTIES:** Shows the address '2000 Sunshine Dr'.
- VEHICLES:** Shows the license plate number field.

The left sidebar contains navigation options: Dashboard, Ticket, Profile (selected), General Information, Password, Phone Numbers, Email Addresses, Properties, Sub Accounts, Vehicles, Guests, Billing Activity, Documents, Claim Address, Summary, My Community, Communication, and Library.