



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

OWNERS - HOW TO ADD A SUB ACCOUNT

To add a sub-account for your family to register vehicles or request a key fob, please follow these directions:

STEP 1

Please log in to your HH Portal account

The screenshot shows the HHPOA user portal interface. At the top left, the logo 'HHPOA' is visible. The user's name 'Katey Sagal' is displayed in the top right corner. The main content area features a 'Welcome, Katey Sagal' message with a home icon. Below this, a green notification bar indicates 'Login success!'. The dashboard is divided into two main sections: 'EMAIL ADDRESSES' and 'PHONE NUMBERS'. Under 'EMAIL ADDRESSES', there is one entry: 'kateys@gmail.com' with a 'NOT VERIFIED' status. Under 'PHONE NUMBERS', there is one entry: '(907) 555-1876' with a 'NOT VERIFIED' status. A dark sidebar on the left contains navigation options: Dashboard, Ticket, Profile, My Community, Communication, and Library.



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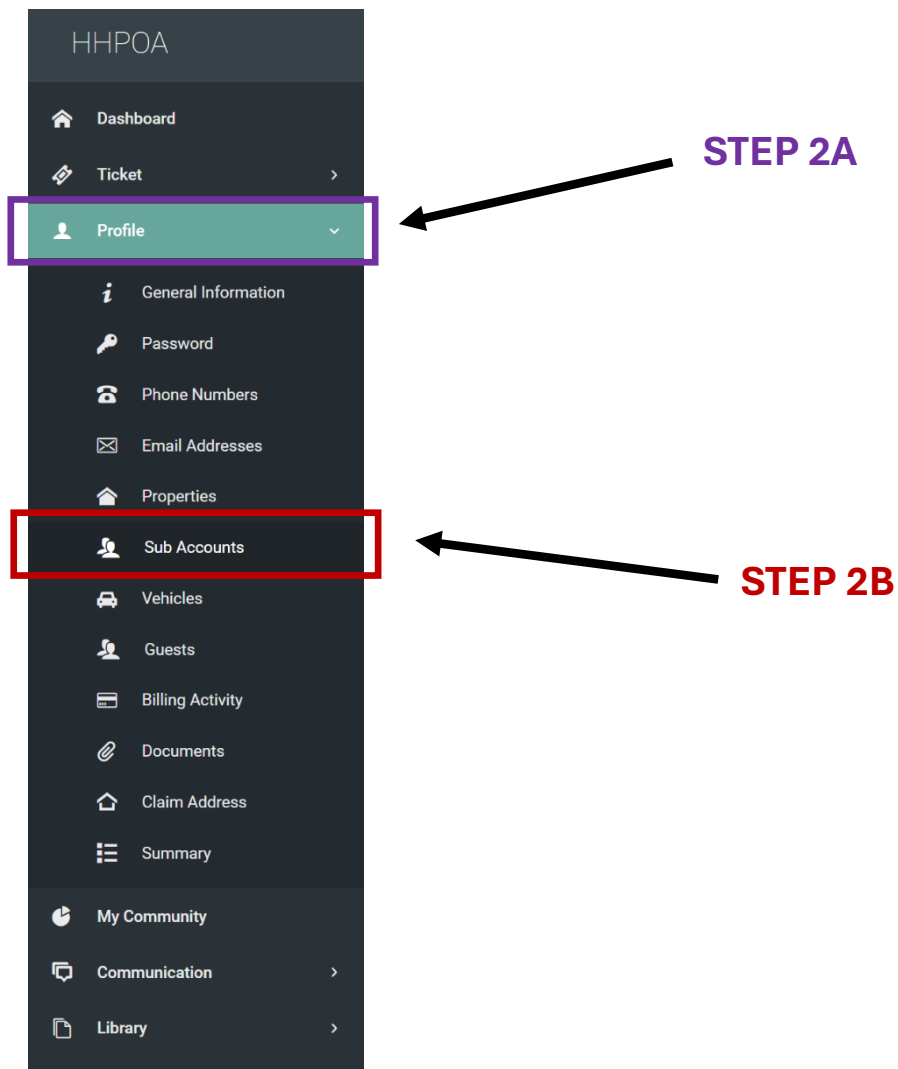
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STEP 2

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





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STEP 3

It will take you to the Subaccount Screen. Here will be a list of people who are registered under your account. To add somebody please click on Add Code in the upper right window.

The screenshot displays the 'Sub Accounts' page in the HHPOA system. The user is logged in as 'Katey Sagal'. The page shows a summary of the user's account, including a balance of \$0.00 and a 'Good' status. Below this, there are two tables: 'SUB ACCOUNT CODES' and 'SUB ACCOUNTS'. A red box highlights the '+ Add Code' button in the top right corner.

Code	Name	Relationship	Email	Address	Is Registered
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Name	Relationship	Address	Phone Number	Email Address	Created On
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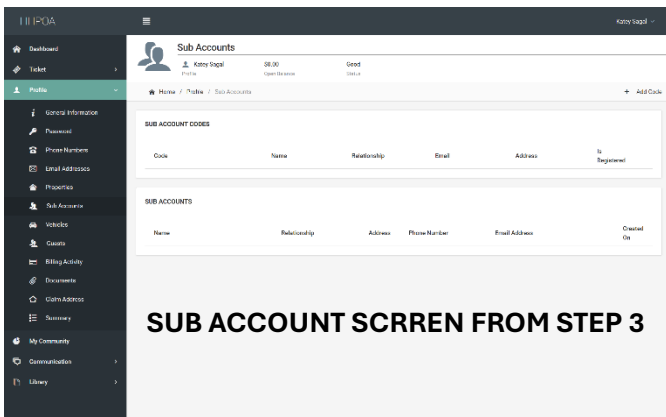
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STEP 4

You will need to select the address [STEP 4A] and relationship [STEP 4B], you will then need to put in their first [STEP 4C] and last name [STEP 4D]. Then push create code [STEP 4E].



SUB ACCOUNT SCREEN FROM STEP 3

STEP 4A

Create Sub Account Code

Address
Select

Relationship
Select

Code
OTABHAJFFJ

First Name
Middle Name
Last Name

X Cancel Create Code

STEP 4B

COMPLETED SUB ACCOUNT CODE

Create Sub Account Code

Address
2000 Sunshine Dr

Relationship
Daughter

Code
OTABHAJFFJ

First Name
John

Middle Name

Last Name
DiMaggio

STEP 4C

STEP 4D

X Cancel **Create Code**

STEP 4E



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STEP 5

Once completed you will then see the code that is created [STEP 5A]. From there you can give that code to the person you created for [STEP 5B]

Next to the code you can see who you created it for [PURPLE BOX]

HHPOA

Sub Accounts

Katey Sagal


Profile

\$0.00 Open Balance

Good Status


Home / Profile / Sub Accounts

+ Add Code

Code	Name	Relationship	Email	Address	Is Registered
 OTABHAJFFJ	JOHN DIMAGGIO	Daughter		2000 Sunshine Dr	No

Sub Accounts

Name	Relationship	Address	Phone Number	Email Address	Created On
------	--------------	---------	--------------	---------------	------------

 OTABHAJFFJ

GIVE THIS CODE TO THE PERSON YOU CREATED IT FOR

STEP 6

When you give the code to the person you created it for please have them go to

Go to

<https://portal.hhpoa940.org/create/account>

Or

Go to

<https://www.hickoryhills940.com/residents-portal> and click on Button Register for Account

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STEP 7

To check and see if they completed their registration please look at the is Registered field on the code you created.

HHPOA Katey Sagal

Sub Accounts

Katey Sagal
Profile \$0.00 Good
Open Balance Status

Home / Profile / Sub Accounts + Add Code

SUB ACCOUNT CODES

Code	Name	Relationship	Email	Address	Is Registered	
OTABHAJFFJ	JOHN DIMAGGIO	Daughter		2000 Sunshine Dr	No	Delete

SUB ACCOUNTS

Name	Relationship	Address	Phone Number	Email Address	Created On
------	--------------	---------	--------------	---------------	------------

STEP 8

Once the person as completed their account you can create a ticket on their behalf to request a FOB or the person can come in with their registration for a visitor sticker.