

Setting up your HOAst Account

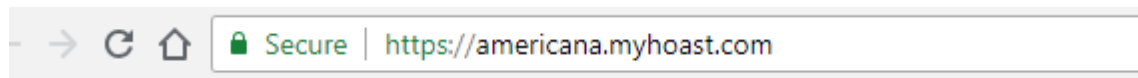
Please read before proceeding

Agreeing to use the online voting system will save significant \$\$ for our community. Your support is greatly appreciated and we want to make this as easy as possible for our residents.

1. Please enter the information as it is registered within our office. For instance if your name is Robert and that is how you are registered in the office, **DO NOT** use Bob when creating your account. If your property is listed as a Trust or any other identity please input their names. If it does not match the records within the office it will not allow you to register online. The Information you enter **MUST** match exactly to the information that is on file in the office.
2. If you have any difficulty with registering, please hit the **HELP BUTTON**. The administrators within the office will be notified and will be able to assist you. Please allow for up to one full business day to hear back. It is NOT instant! Thanks

Step 1.

In your internet browser type: <https://americana.myhoast.com> (**DO NOT Type www.**)



Step 2.

Click on LOG ON button



Step 3.

If this is your first time logging in click on the [Here](#) button

Here if you need help logging on.' An arrow points from the 'Here' link in the text above to the 'Here' link in the page footer."/>

Step 4.

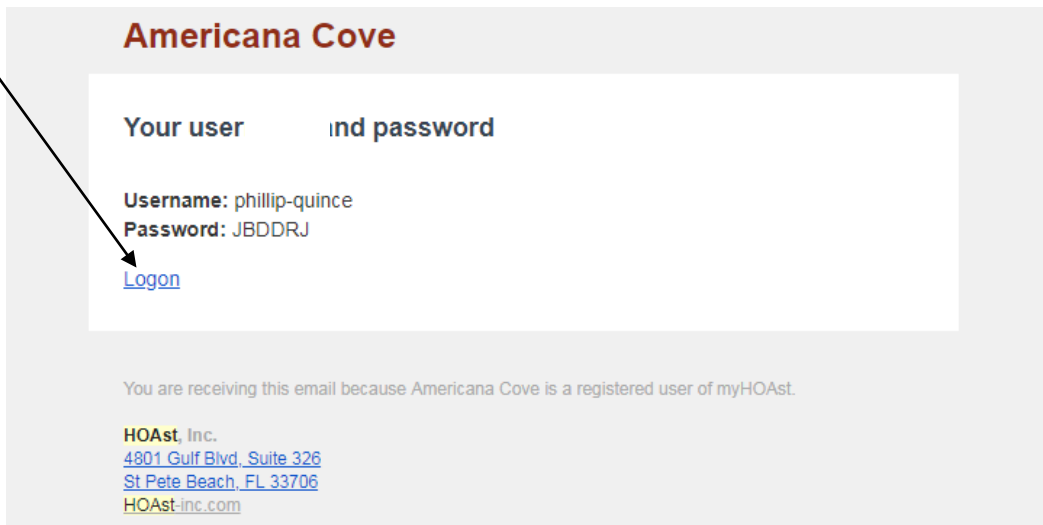
Fill out Request Form

Step 5. Click in box then click on Submit

Note: The request will be submitted to the admin in the business office. Please allow up to one business day for a response.

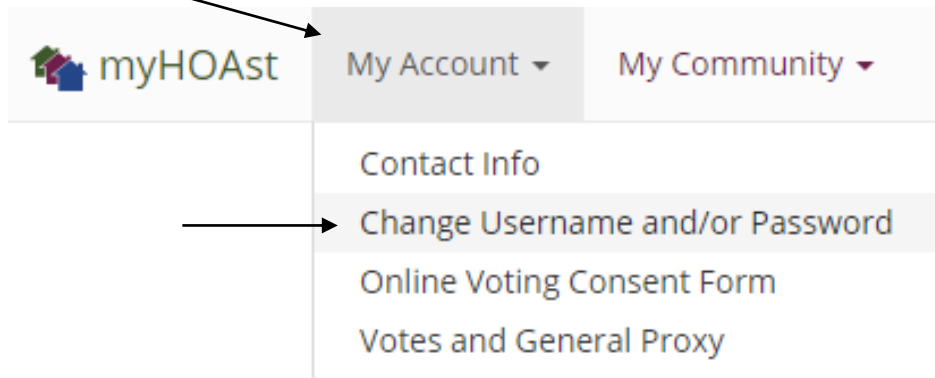
Step 6.

You will receive an email from the admin with a temporary username and password. Click on the Logon link:



Step 7.

Once you are logged in you will be able to change your Username and PASSWORD by clicking on My Account, Change Username and/or PASSWORD



Please record your Account Information for future use

Step 8.

Enter a New Username and PASSWORD, confirm PASSWORD and click submit.

Please be sure to record your Log in information for future use

Change Username and Password

The form is titled "Change Username and Password" and is divided into two main sections. The top section, highlighted in light blue, contains two input fields: "Current username" (with a small orange box at the start) and "Current password" (with a masked password "....."). The bottom section, also highlighted in light blue, contains three input fields: "New username (will remain the same if left blank)", "New password(will remain the same if left blank)", and "Confirm new password". A blue "Submit" button is located at the bottom left of the form. Three blue arrows point to the "New username", "New password", and "Confirm new password" fields, and a black arrow points to the "Submit" button.

Congratulations! You are now able to vote in our new Electronic Voting System. You will receive an email whenever there is a new ballot posted. Just log in and proceed with voting on any questions posted. Please be aware that if you and your spouse or significant other are registered but hold a joint Membership Share only one of you will be able to submit a vote, although both will be able to view what was submitted. Only the first person that answers the ballot question will be accepted.