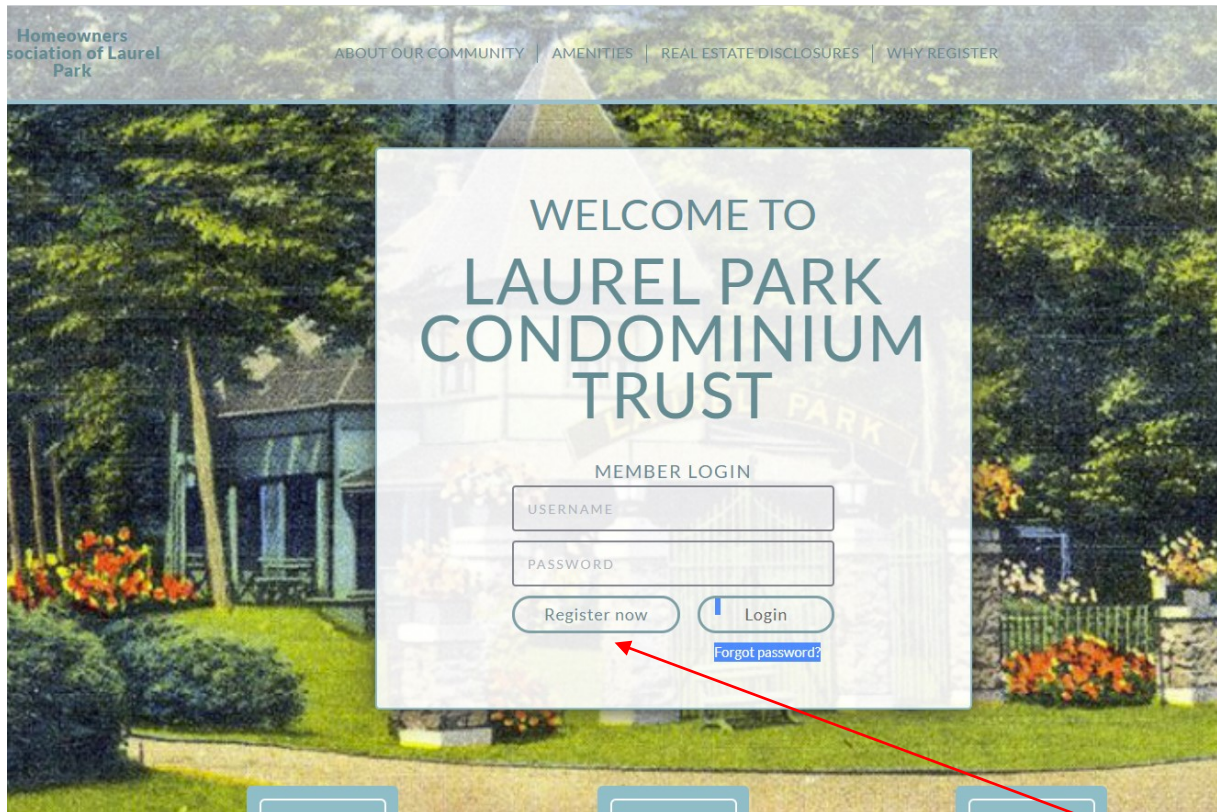


## Instructions for using Empowered HOA Software

Use the following link to go to the Empowered HOA website for Homeowners at Laurel Park:  
<https://halp.hoa.emphoa.online/authentication/login>. If the link doesn't work, copy it and paste it into your browsers address bar. That will bring you to the login screen:



The first time you come to this page you'll have to register. Click the Register Now button.

That will take you to this registration page:

The screenshot shows the registration page for the Homeowners Association of Laurel Park. At the top is a dark blue header with the organization's name on the left, and input fields for 'Email' and 'Password' on the right, each with a 'Need to register?' or 'Forgot password?' link below it. A 'Log In' button is also present. Below the header, the page title is 'Please Register'. The form includes fields for 'First Name', 'Last Name', 'Email', 'Phone Number', 'Requested Role' (a dropdown menu currently showing 'Homeowner'), 'Password', and 'Confirm Password'. A note states 'Passwords must be 8 or more characters.' At the bottom of the form, there is a line of text: 'By registering you agree and consent to the EULA', followed by 'Register' and 'Cancel' buttons. A red arrow points from the 'Register' button to the text in the paragraph below.

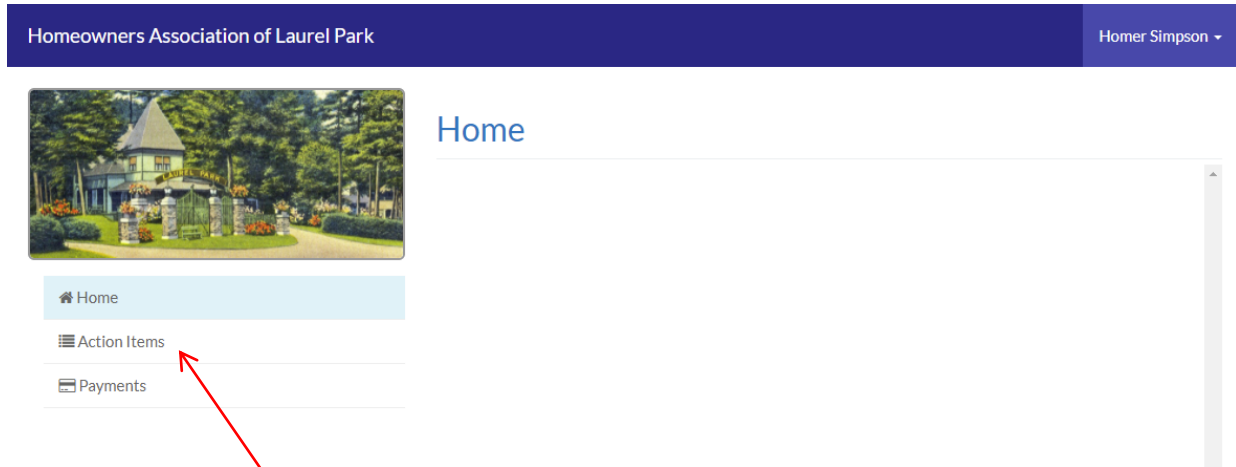
Fill out the form, put your password in a someplace where you'll be able to find it, and click the Register button.

After successfully registering you'll see receive this message:

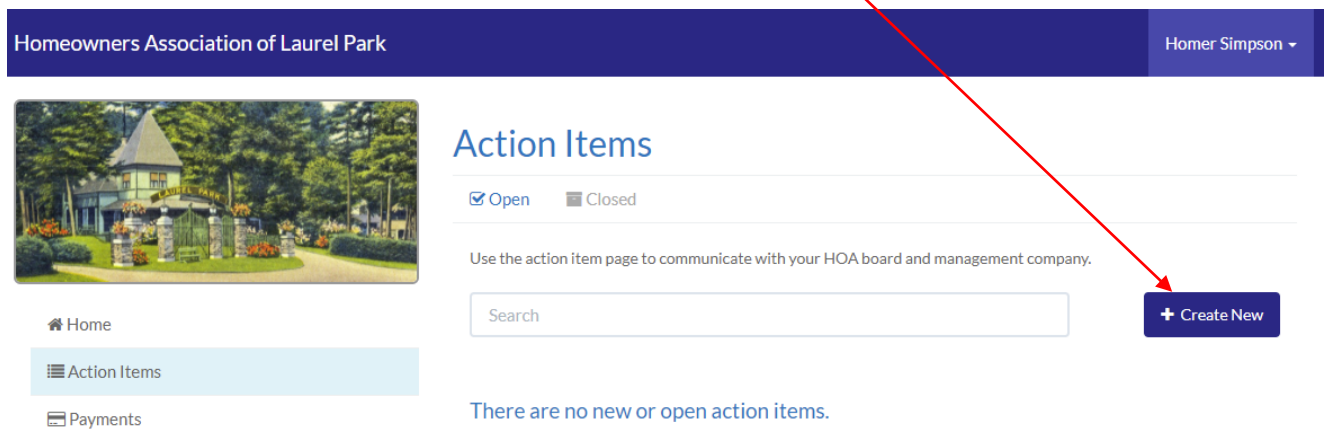
The screenshot shows the confirmation page after registration. The header is identical to the registration page. Below the header, the page title is 'Register'. The main text reads: 'Thank you for registering. You may now login by clicking [here](#).' Below this, a note states: 'Please note, however, you will not have full rights until your registration is reviewed. This may take up to 2 business days. You will have the right to communicate via the action items, but other rights may be limited.' A red arrow points from the word 'link' in the paragraph below to the 'here' link in the screenshot. Another red arrow points from the 'Password' input field in the header to the text in the paragraph below.

You will now be able to login to the site with the username and password you just created. Login by clicking the link or just enter your credentials at the top of the page.

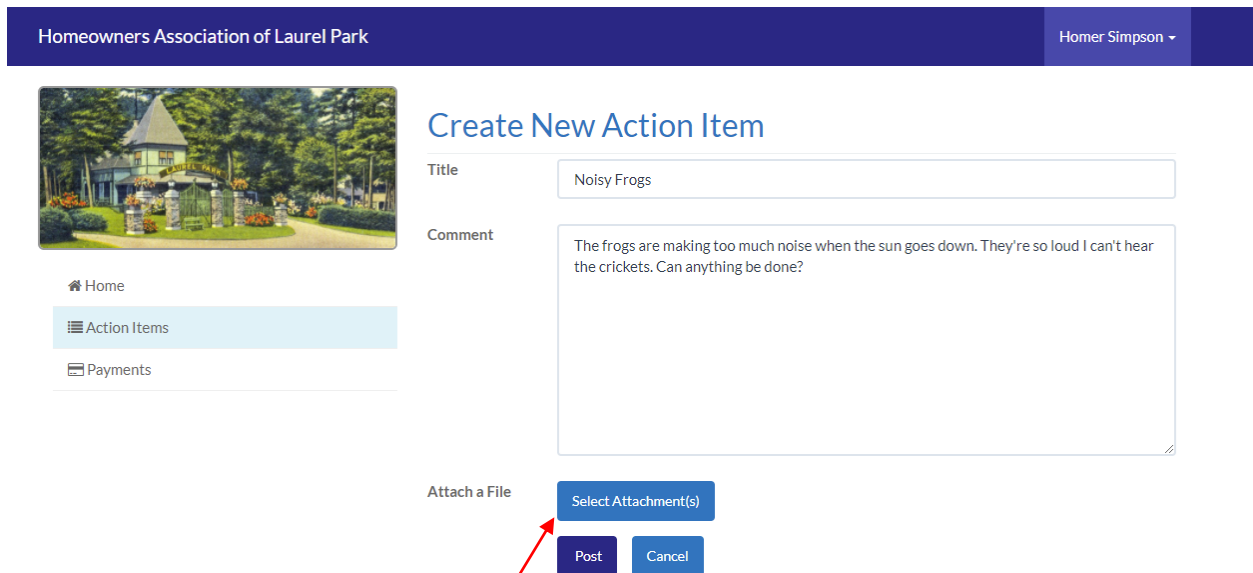
If you log in immediately after registering, you will have limited access to the facilities on the site. You'll be able to create an Action Item or modify your profile. We've created a user named Homer Simpson, and here's what the screen looks like the first time they log in.



Creating an Action Item is the way you communicate a question or concern to the EC. This takes the place of sending an email to the EC email address. When you post an Action Item, the EC is notified that it has been posted and it is visible to all the members of the EC. To create an action item, click on "Action Items" then hit the "Create New" button.



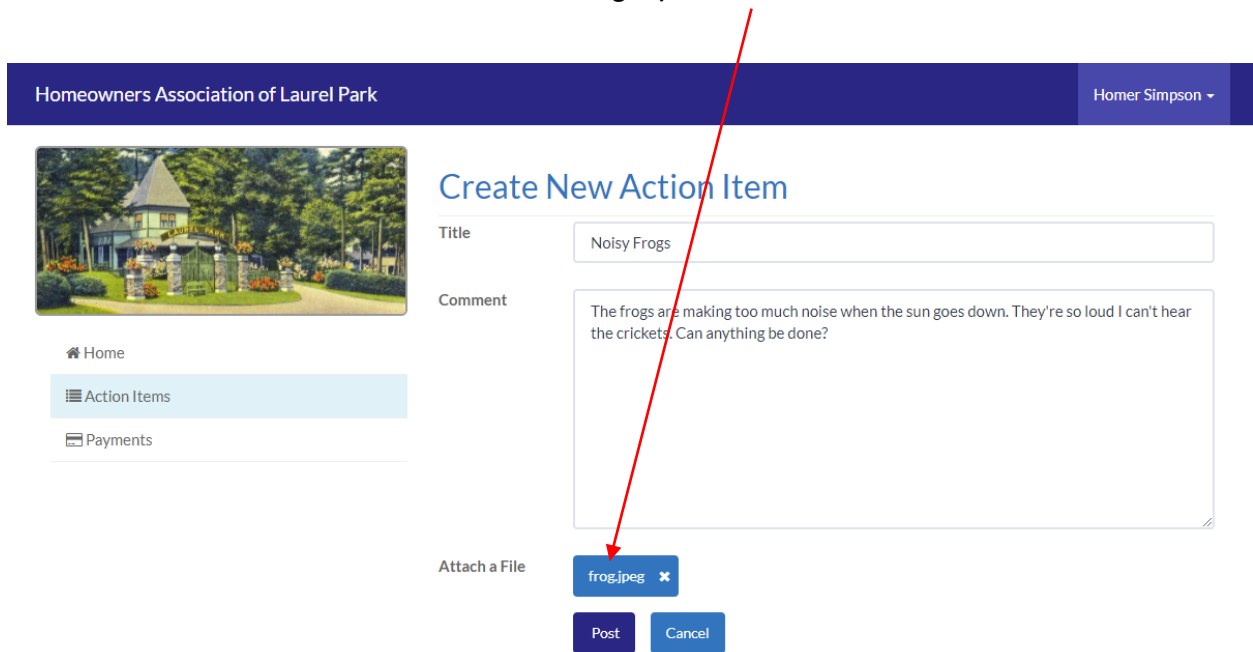
Here's the completed Action Item form:



The screenshot shows the 'Create New Action Item' form for the 'Homeowners Association of Laurel Park'. The form has a dark blue header with the organization's name and a user dropdown for 'Homer Simpson'. On the left is a sidebar with a home icon and links to 'Action Items' and 'Payments'. The main content area has a title field with 'Noisy Frogs' and a comment box containing the text: 'The frogs are making too much noise when the sun goes down. They're so loud I can't hear the crickets. Can anything be done?'. Below the comment box is an 'Attach a File' section with a blue button labeled 'Select Attachment(s)', and 'Post' and 'Cancel' buttons below that. A red arrow points from the text 'You can use the "Select Attachments" button to add supporting documents or pictures.' to the 'Select Attachment(s)' button.

You can use the “Select Attachments” button to add supporting documents or pictures.

Here's what the screen looks like after attaching a picture:




This screenshot shows the same 'Create New Action Item' form, but now the 'Attach a File' section displays 'frog.jpeg' with a close icon (x) next to it. The 'Post' and 'Cancel' buttons remain below. A red arrow points from the text 'Here's what the screen looks like after attaching a picture:' to the 'frog.jpeg' attachment. Another red arrow points from the text 'Complete the creation of the Action Item by clicking the "Post" button.' to the 'Post' button.

Complete the creation of the Action Item by clicking the “Post” button. After that, when you log in you'll see a list of all the Action Items you've created. When a member of the EC responds, you'll receive an email letting you know and you can log in to see the response.

Here's what the screen looks like after you post the Action Item:

Homeowners Association of Laurel Park
Homer Simpson



Home

Action Items

Payments

## Action Item Details

[Action Items](#) > Noisy Frogs

Add Comment

Management	Board Members, Seth Wilpan
Owners / Groups	Homer Simpson


### Noisy Frogs

[less than a minute ago](#) | Homer Simpson

Uncategorized

The frogs are making too much noise when the sun goes down. They're so loud I can't hear the crickets. Can anything be done?


Homer Simpson
[less than a minute ago](#)



The facility for making online payments is not yet available.

The only other action available after registering is to modify your user profile. Click on your name in the upper right corner of the screen and select the Profile option.

Homeowners Association of Laurel Park
Homer Simpson



Home

Action Items

Payments

## Action Item Details

[Action Items](#) > Noisy Frogs

Add Comment

Management	Board Members, Seth Wilpan
Owners / Groups	Homer Simpson


### Noisy Frogs

[less than a minute ago](#) | Homer Simpson

Uncategorized

The frogs are making too much noise when the sun goes down. They're so loud I can't hear the crickets. Can anything be done?

Homer Simpson
[less than a minute ago](#)



Profile
Log Out

That will open the following screen:

[Home](#)[Action Items](#)[Payments](#)

## User Profile

First Name [Homer](#)

Last Name [Simpson](#)

Email [pooobah@gmail.com](#)

Phone Number [\(413\) 413-4134](#)

Roles Homeowner

Password [Change Password](#)

Click on any field and it will open a text box that will allow you to edit it:




[Home](#)[Action Items](#)[Payments](#)

## User Profile

First Name [Homer](#)

Last Name [Simpson](#)

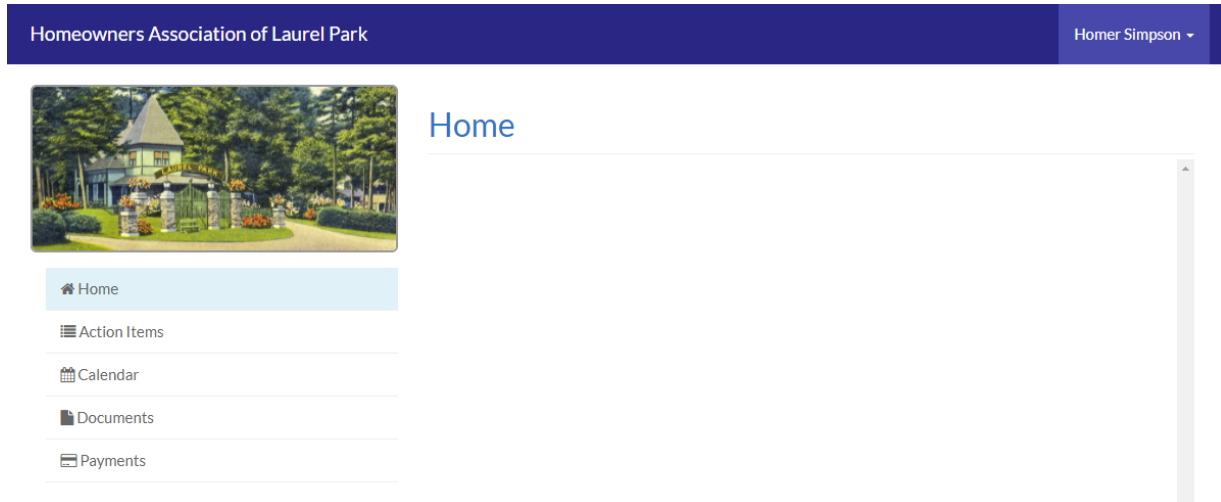
Email [pooobah@gmail.com](#)

Phone Number    

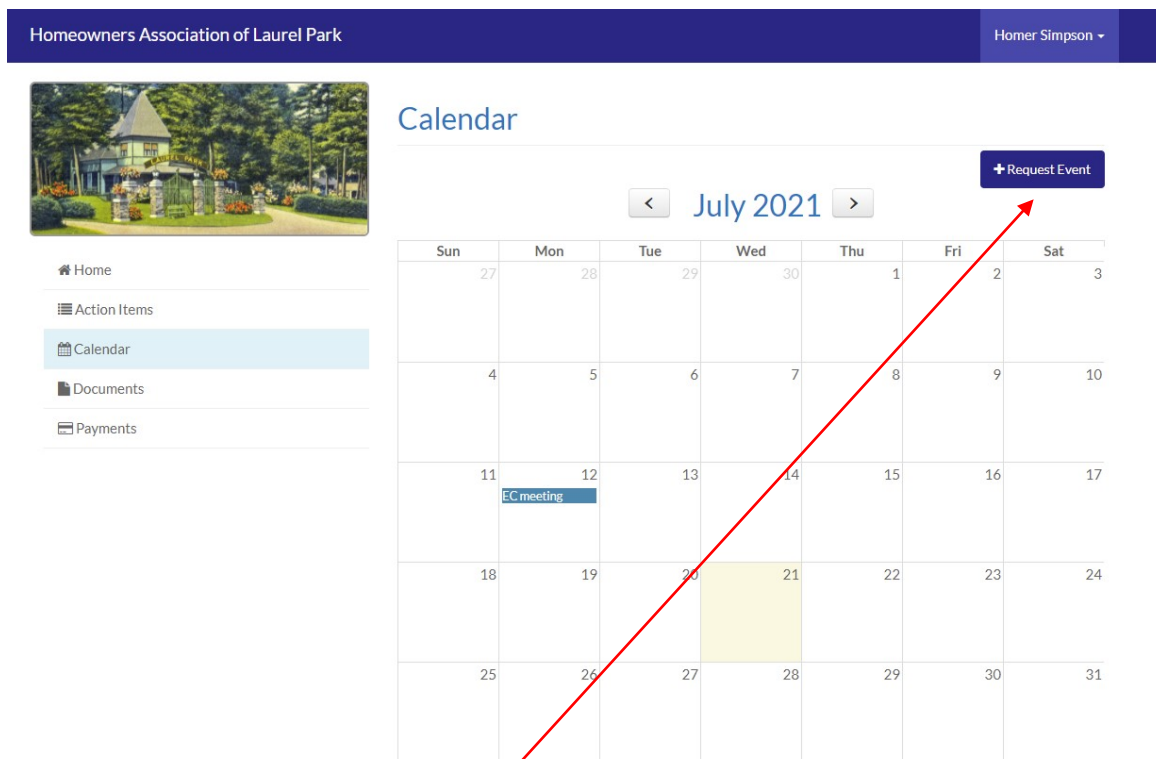
Roles Homeowner

Password [Change Password](#)

The other functions of the Empowered Software become available after your registration has been verified. This may take a few days. If you have not been notified that your registration has been verified, try logging in to see if the other functions are available. After you've been verified, the screen will look like this after you log in:



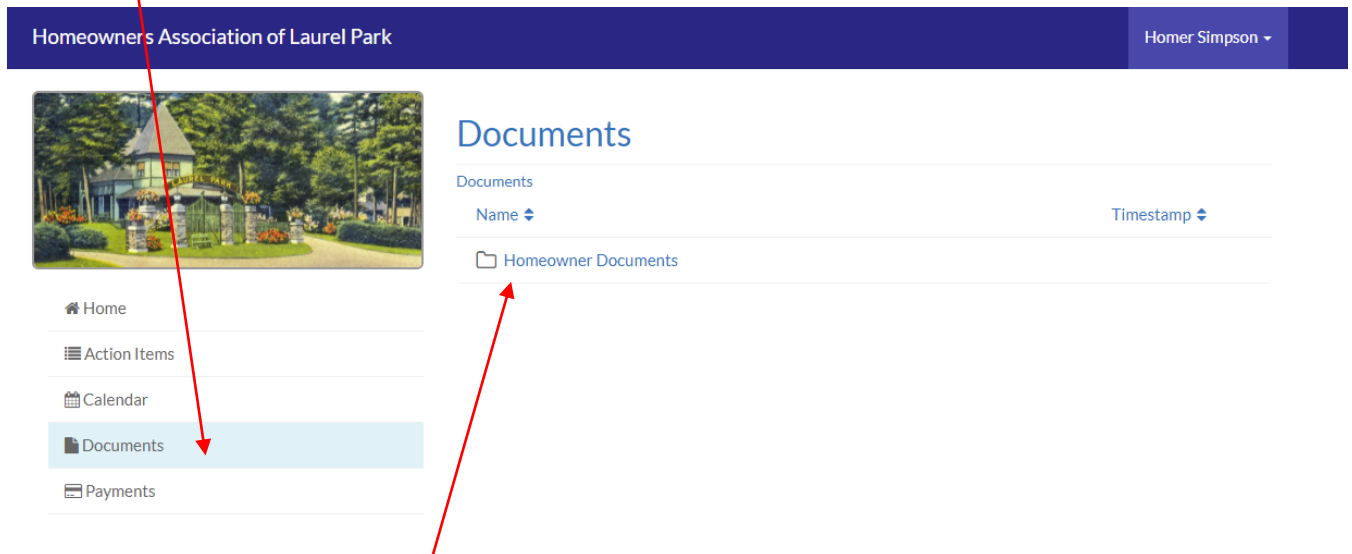
Note that you will now have access to the Calendar and the Documents. Here's the Calendar view:



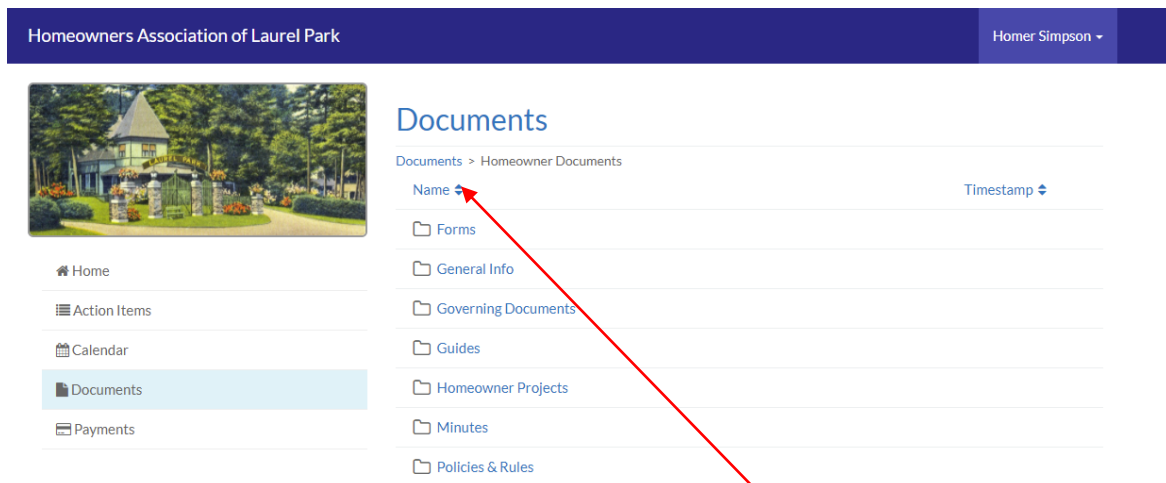
Note the "Request Event" button. We may use this in the future for requesting use of Normal Hall, the Dining Hall or other common spaces.



Clicking Documents opens the following screen:



And clicking “Homeowner Documents” opens the following submenu:




The Items in the list can be sorted by clicking the “Name” heading. Clicking on any of the submenus will open the list of actual documents, which can be sorted by name the same way, or by date by clicking on the “Timestamp” heading.



Here's the list of "General Info" documents. Note the breadcrumbs at the top of the page that let you know where you are in the menu.

Homeowners Association of Laurel Park






Homer Simpson ▾



- Home
- Action Items
- Calendar
- Documents
- Payments

## Documents

Documents > Homeowner Documents > General Info

Name ↕	Timestamp ↕
 <a href="#">Bear Safety Information.pdf</a>	Apr. 10, 2021 10:26 AM
 <a href="#">Hunting Seasons.html</a>	Apr. 10, 2021 10:26 AM
 <a href="#">Map of Laurel Park.pdf</a>	Apr. 10, 2021 10:29 AM
 <a href="#">Property Tax Exemptions for Seniors.pdf</a>	Apr. 10, 2021 10:26 AM
 <a href="#">Unit Footprints.pdf</a>	Apr. 10, 2021 10:28 AM

That's it. If you run into any problems or have any questions, send an email to [clerklaurelpark@gmail.com](mailto:clerklaurelpark@gmail.com).