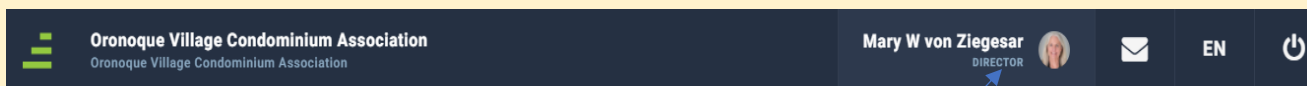


HOW-TO ADD YOUR NAME TO THE DIRECTORY

<https://oronoquevillage1.frontsteps.com>

After you have completed the registering process on the FrontSteps Portal, you will receive a confirmation/welcoming email. Follow the instructions and enter the site to finalize the process. When you log in using your email address and your password, you arrive at the Home Page of the Frontsteps Portal. Across the top is a blue band which is called **THE BANNER**.



In order to complete the signing in process, you need to follow the steps below:

1. **Click by your name.** This is where you find your **ACCOUNT PROFILE**.
This is where your name is located and where you must enter information to enable your name and contact information to appear in **The DIRECTORY** (The OV resident-only Address Book).
2. The screen below will then appear. Now Click on **“ACCOUNT BASICS.”**

Oronoque Village Condominium Association
Oronoque Village Condominium Association

Mary von Ziegesar
596B SIOUX LANE
OWNER

Notification Email: mvonz@optonline.net
Mobile Phone: +12037679760
Mailing Address (Change): 596B SIOUX LANE, STRATFORD, CT 06614

ACCOUNT BASICS LOGIN CREDENTIALS NOTIFICATIONS PRIVACY SETTINGS

Edit Account Basics

Full Name *

Notification Email

Country Code

Mobile Phone

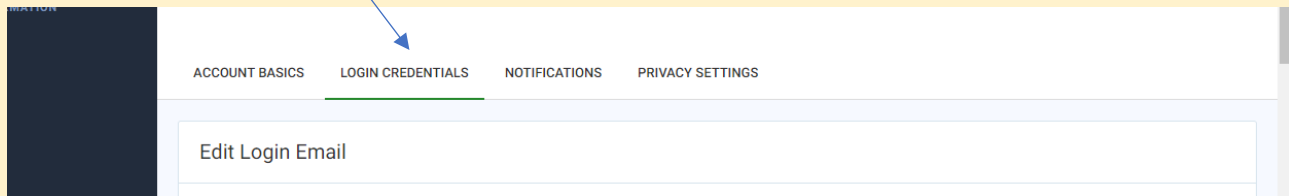
Please include the country code (i.e. +1 for Canada).
Your mobile number will be used to receive notifications.

Secondary Phone

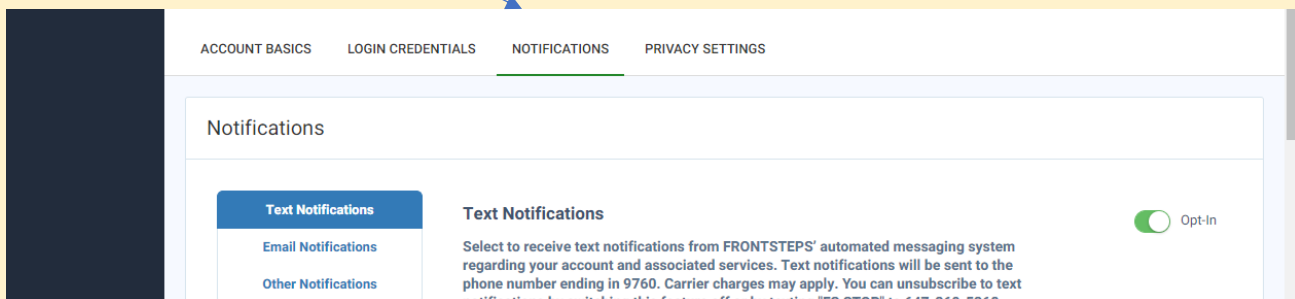
Save Changes

Enter your information here and scroll down, continuing to enter your information as requested and as you wish to enter. Click **“Save Changes.”**

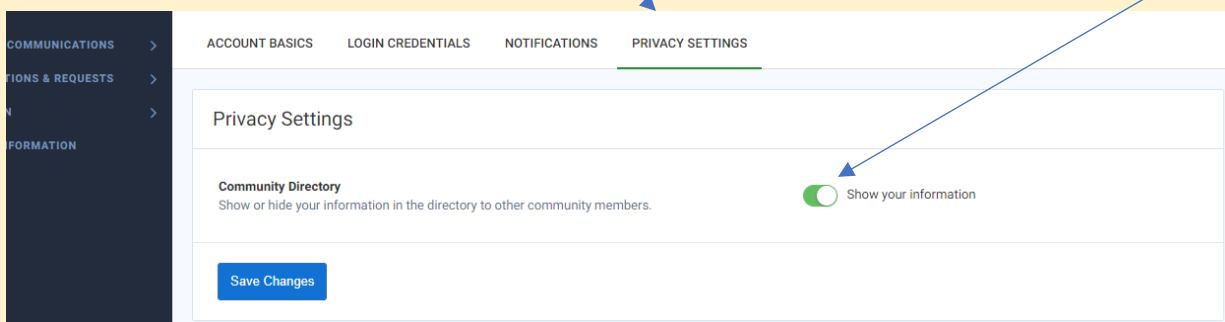
3. Next see **LOG IN CREDENTIALS**. This is where you make any changes to your email address or your password. Again, click “Save Changes.”



4. **NOTIFICATIONS** is the next screen. On this screen you may choose how you want to receive notifications. You may choose both **TEXT** and **EMAIL** and **OTHER NOTIFICATION**. It is recommended that you opt-in and turn each button green/on for all notifications. “Save changes.”



5. **VERY IMPORTANT - PRIVACY SETTINGS!** – Managing your **PRIVACY SETTINGS** is very important because this screen is where you give permission for your name and the contact information you choose to be included becomes listed in **THE DIRECTORY**. You need to click on the button, “**Show your information**” so that the button turns green. If this button remains “off” your name and contact information will not appear. As always, click “Save Changes.”



To **EXIT** from your **ACCOUNT PROFILE**, click on “**THE DASHBOARD**.” This will take you back to the **HOME PAGE**.

Your name should now appear in The Directory!

For a **FRONTSTEPS MANUAL**, go to www.oronoquevillage.com, log in to the private side and find it under the Home Page/ Condo News & Notifications/ Information and Manual About Our New Website.

