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.**

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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."

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DASHBOARD QUICK ACTIONS COMMUNITY COMMUNICATIONS MY RESERVATIONS & REQUESTS DOCUMENTS & FAQS	Mary von 596B SIOUX LA Select File Upload Photo Notification Email mvonz@optonline.net 412	Ziegesar NE bile Phone Mailing Address (Change) 2037679760 596B SIOUX LANE, STRATFORD, CT 06614					DWNER
	Edit Account Basics	REDENTIALS NOTIFICATIONS PRIVACY SETTINGS					
APPROVALS COMMUNITY COMMUNICATIONS >	Full Name *	Full name					
MY RESERVATIONS & REQUESTS > INFORMATION > PROPERTY INFORMATION	Country Code	United States (+1)	x =				
	Mobile Phone	■ ▼ +1 203-555-5555 Please include the country code (i.e. +1 for Canada). Your mobile number will be used to receive notifications.					
	Secondary Phone	■ +1 201-555-5555					
	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."

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	ACCOUNT BASICS LOGIN CREDENTIALS NOTIFICATIONS PRIVACY SETTINGS	
	Edit Login Email	

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."

ACCOUNT BASICS LOGIN CF	EDENTIALS NOTIFICATIONS PRIVACY SETTINGS	
Notifications		
Text Notifications	Text Notifications	
Email Notifications	regarding your account and associated services. Text notifications will be sent to the phone number ending in 9760. Carrier charges may apply. You can unsubscribe to text	

5. <u>VERY IMPORTANT - PRIVACY SETTINGS!</u> – 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."

MMUNICATIONS > ACCOUNT BASICS LOGIN CREDENTIALS NOTIFICATIONS PRIVACY SETTINGS
DNS & REQUESTS >
> Privacy Settings
Community Directory Show or hide your information in the directory to other community members.
Save Changes

To **EXIT from your ACCOUNT PROFILE**, click on "THE DASHBOARD." – This will take you back to the HOME PAGE. Oronoque Village Condomin

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 Quick Actions

 community communications

 your Reservations & Requests

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Your name should now appear in The Directory!

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