

## HOW TO USE MY GREEN CONDO

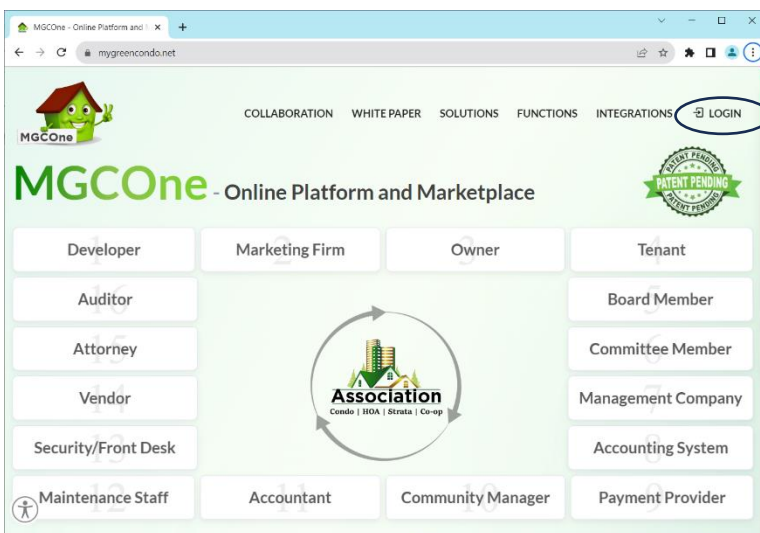
The Lodge office uses a program called **My Green Condo** as a resident database and to produce an online and printed Heritage Harbour resident directory.

Each household may edit the personal information that will display in the online and printed resident directory when a designated resident has an email address and password with **My Green Condo**. (If you do not use email, contact Patty in the Lodge office (410-266-8677) if you don't want your phone number displayed in the online and printed resident directory OR to update your phone number.)

### HOW DO I SET UP A MY GREEN CONDO ACCOUNT FOR MY ADDRESS?

If you have not already received a registration link, email Patty in the Lodge office (reception@heritageharbourca.com) so that she can send you a registration link to set up a My Green Condo account for your address. Follow the instructions below.

Note: *Data fields from My Green Condo may take a few moments to load on your device.*

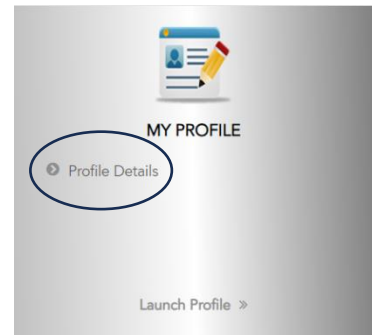


- Click registration link.
- Create a password, then click **Update**.

• Log in, then under **My Profile**, click **Profile Details**, NOT Launch Profile.

• Click **Edit** to update personal information, then **Update**.

• Do not delete email or phone unless they are no longer being used. See page 3 for how to hide your info.



- Click **Publish my contact card** and add info desired. Select **Yes** under **Publish contact card** and **Save**.

Please Note: Each household has one My Green Condo account. Each resident of a household should have a separate record unless all residents have the same last name, email address and phone number.

## NOT SURE IF YOU'VE SET UP A MY GREEN CONDO ACCOUNT FOR YOUR ADDRESS?

- Go to **mygreencondo.net**. Under **LOGIN**, type in your email address and password; select **forgot password** if you don't know it.
- If you get an error message, email Patty in the Lodge office (reception@heritageharbourca.com) and follow the instructions above under "How Do I Set Up a My Green Condo Account?"

Login

Username  
YourEmailName@email.com

Password

Remember me

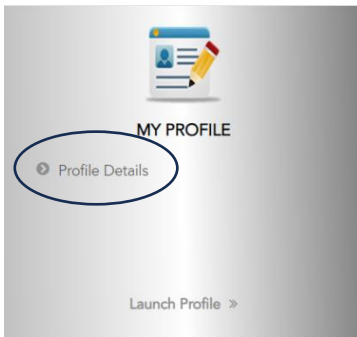
Sign in

by signing up, you agree to our [terms & conditions](#) and [privacy policy](#)

Forgot your password?

## WANT TO EDIT YOUR PROFILE, ADD A CO-RESIDENT TO YOUR ADDRESS, OR MANAGE EMAIL?

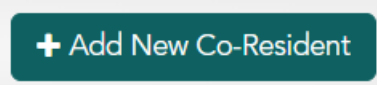
- Data fields from My Green Condo may take a few moments to load on your device.
- Changes will not appear immediately; they go to the Lodge office for approval/confirmation.
- Please notify the office if there is a name addition, name change or name deletion.
- Note: Do not delete email or phone unless they are no longer being used. See page 3 for how to hide your info.



- Go to **mygreencondo.net** and **LOGIN** with your email and password.
- Under **MY PROFILE**, select **Profile Details**, NOT Launch Profile.

- Select **EDIT** 

or **Add New Co-resident** to update your records.



### Update Contact Details

**Note :** The Changes will only be reflected after Property Manager approval.

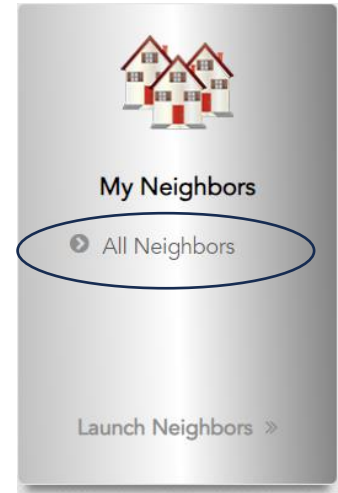
First Name:	John	Last Name:	Smith
Email:	YourEmailAddress@email.com	Home No.:	410-555-1212
	<input checked="" type="checkbox"/> Send a Welcome Email Notification		
Work No.:		Mobile No.:	
Picture:	<input type="button" value="Choose File"/> No file chosen	Resident Type :	Owner

- At the bottom of Your Profile page, you can manage email preferences for individual residents to select/deselect the option to receive email notifications from the Lodge office via My Green Condo.

## WANT TO CONTROL PERSONAL INFORMATION DISPLAYED IN THE RESIDENT DIRECTORY?

Note: Data fields from My Green Condo may take a few moments to load on your device.

- Go to **mygreencondo.net** and **LOGIN** with your email and password.
- Under **My Neighbors** select **All Neighbors**, NOT Launch Neighbors. (Cell phone users, scroll down.)



### My Neighbors

Home <<

**Note:** The listing below shows all homeowners in your community. Your association elected to publish this to enhance the experience of community living. However, you have the option to hide some or all information related to your home. Please use "Hide My Fields" to adjust as per your preference.

Search Residents



Hide My Fields

- Select **Hide My Fields** in the blue box. In the pop-up box, uncheck any fields you want hidden in the online and printed directory and select **Update**.

Field	Checked
Home Phone	<input checked="" type="checkbox"/>
Mobile No.	<input checked="" type="checkbox"/>
Work Phone	<input type="checkbox"/>
Email Personal	<input checked="" type="checkbox"/>

**Please Note:** In order to receive email notifications from the Lodge office via My Green Condo, you can't hide your email address.

## WANT TO VIEW THE RESIDENT DIRECTORY ONLINE?

Note: Data fields from My Green Condo may take a few moments to load on your device.

- Go to **mygreencondo.net** and **LOGIN** with your email and password.
- Under **My Neighbors** select **All Neighbors**, NOT Launch Neighbors. (Cell phone users, scroll down.)
- The **Search** box (top) allows you to search by resident name, street name or address.  
Cell phone users: Click the + sign next to name and scroll down to view information.

My Neighbors Home <<

**Note:** The listing below shows all homeowners in your community. Your association elected to publish this to enhance the experience of community living. However, you have the option to hide some or all information related to your home. Please use "Hide My Fields" to adjust as per your preference.

Search Residents 🔍 Hide My Fields

Resident Name	Unit Address	Home No.	Mobile No.	Work No.	Email Address
---------------	--------------	----------	------------	----------	---------------