

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.

- 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, click **Launch Profile** under **My Profile**.
- Click **Edit** to update personal information and 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?"

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.
- Go to **mygreencondo.net** and **LOGIN** with your email and password.
- Under **MY PROFILE**, select **Profile Details**.
- Select **EDIT** or **Add New Co-resident** to update your records.
 - Changes will not appear immediately; they go to the Lodge office for approval/confirmation.
 - Do not delete email or phone unless they are no longer being used. See page 3 for how to hide your info.
 - Please notify the office if there is a name change or name deletion.
- At the bottom of your Profile page, you can manage email preferences for individual residents.

WANT TO CONTROL PERSONAL INFORMATION DISPLAYED IN THE RESIDENT DIRECTORY?

- 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 **Condo Neighbours** select **All Neighbors**, NOT Launch Neighbors. (Cell phone users, scroll down.)
- Select **Hide My Fields** in the red box. In the pop-up box, uncheck any fields you want hidden in the online and printed directory and select **Update**.

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?

- 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 **Condo Neighbours** 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.