

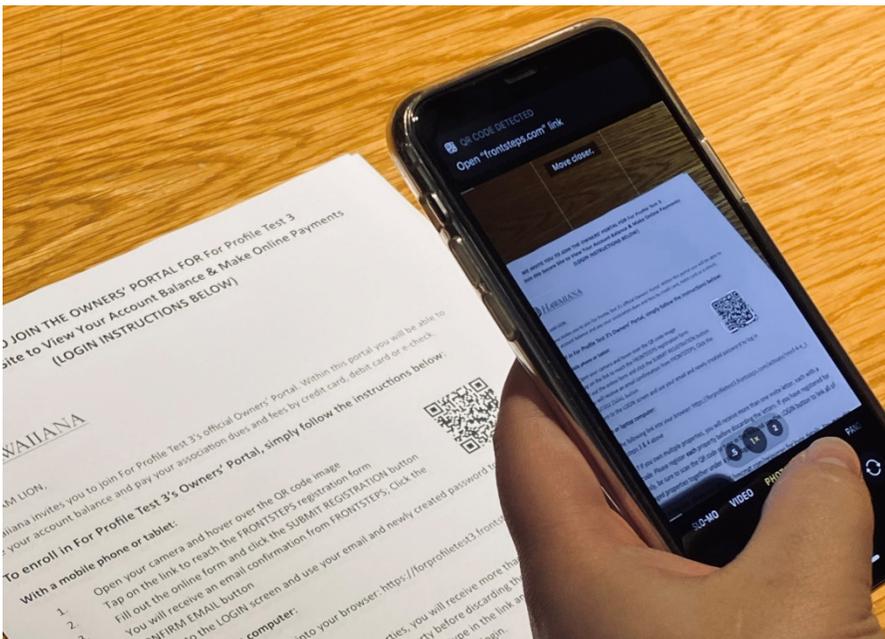


HOW TO REGISTER FOR YOUR ASSOCIATION'S OWNER' PORTAL

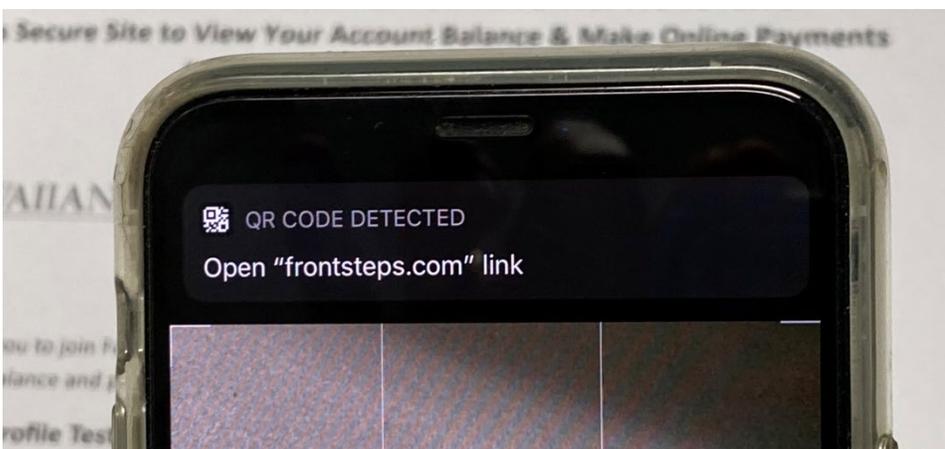
Hawaiiana has provided you with a secure Owner' Portal for your Association. Here's how to register with the invitation letter you have received from Hawaiiana.

For those registering with a phone or tablet, start with step 1. For those registering on a desktop or laptop computer, simply type in the **https://** link provided in your invitation letter, then skip to step 3. *(If you have not received an invitation letter or it has been misplaced, please visit ownerenrollment.hmcmgt.com.)*

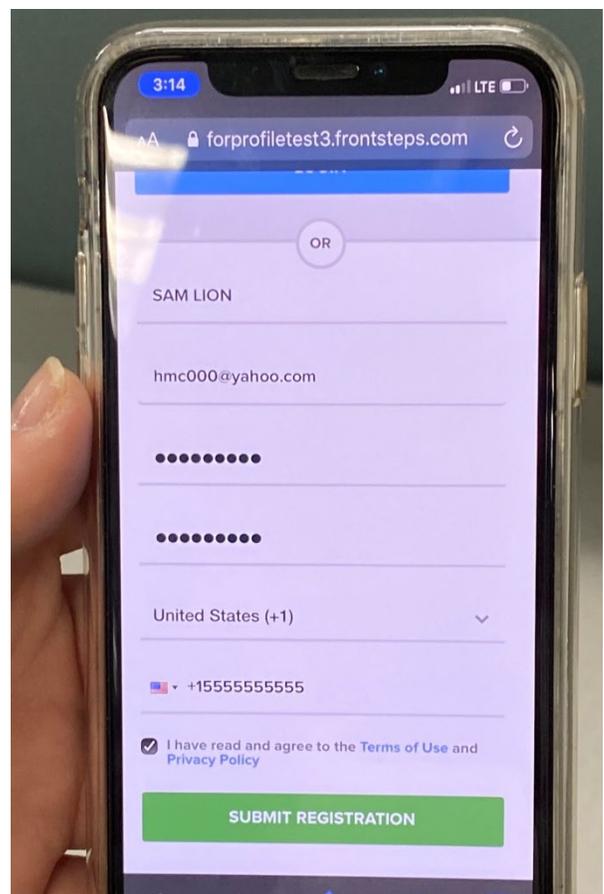
- 1) Open the camera on your phone or tablet, and hover over the QR Code in your invitation letter



- 2) Tap the link on your screen to take you to the online registration form



- 3) Fill out the online registration form and click “Submit Registration” button
- 4) A Confirmation Email will be sent from your association to the email address you provided. Go to your email inbox and open this email. (Be sure to check your spam email if you do not see it.) At the bottom of this email will be a blue button that says “CONFIRM EMAIL CHANGE.” Click this button. *(NOTE: This program uses “place saver” emails. Clicking “CONFIRM EMAIL CHANGE” will simply replace the place-saver email with the email you supplied.)*



Confirmation Instruction
Instructions to confirm your email change at For Profile Test 3

Hi SAM LION,

We received a request to change your email address to **hmc000@yahoo.com**

If you do not wish to change your email address and continue using your current email address **tmnf-4-e_z@forprofiletest3.frontsteps.com**, simply disregard this email.

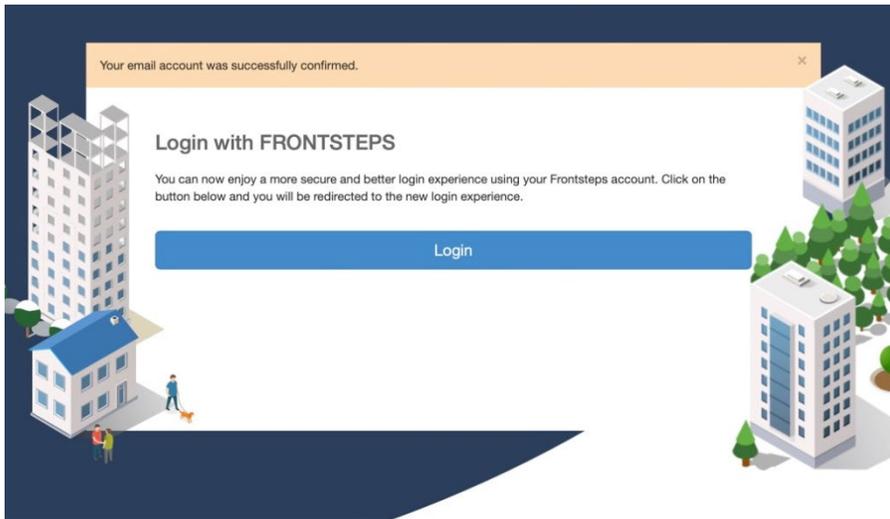
Until you confirm this change, you will need to use your current email address to login to For Profile Test 3.

To confirm your new email address, please click on the button below:

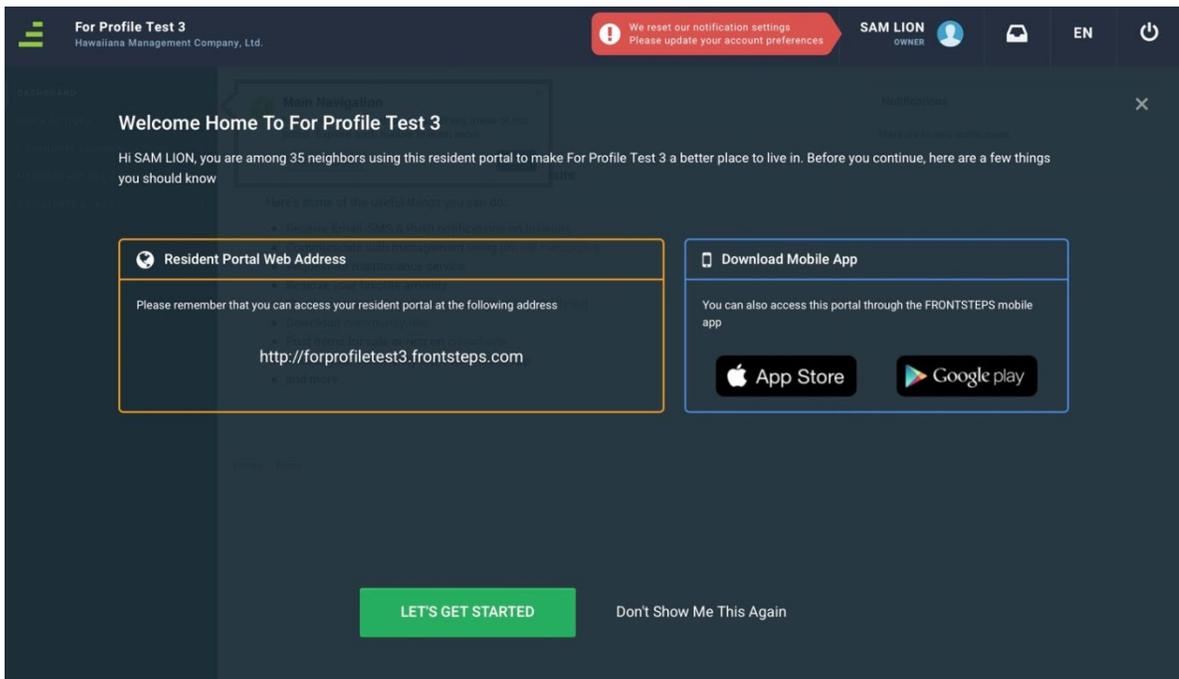


Please use the link below if the button is not working
http://forprofiletest3.frontsteps.com/users/confirmation?confirmation_token=3FkRJRx1RsHwzjuCooi

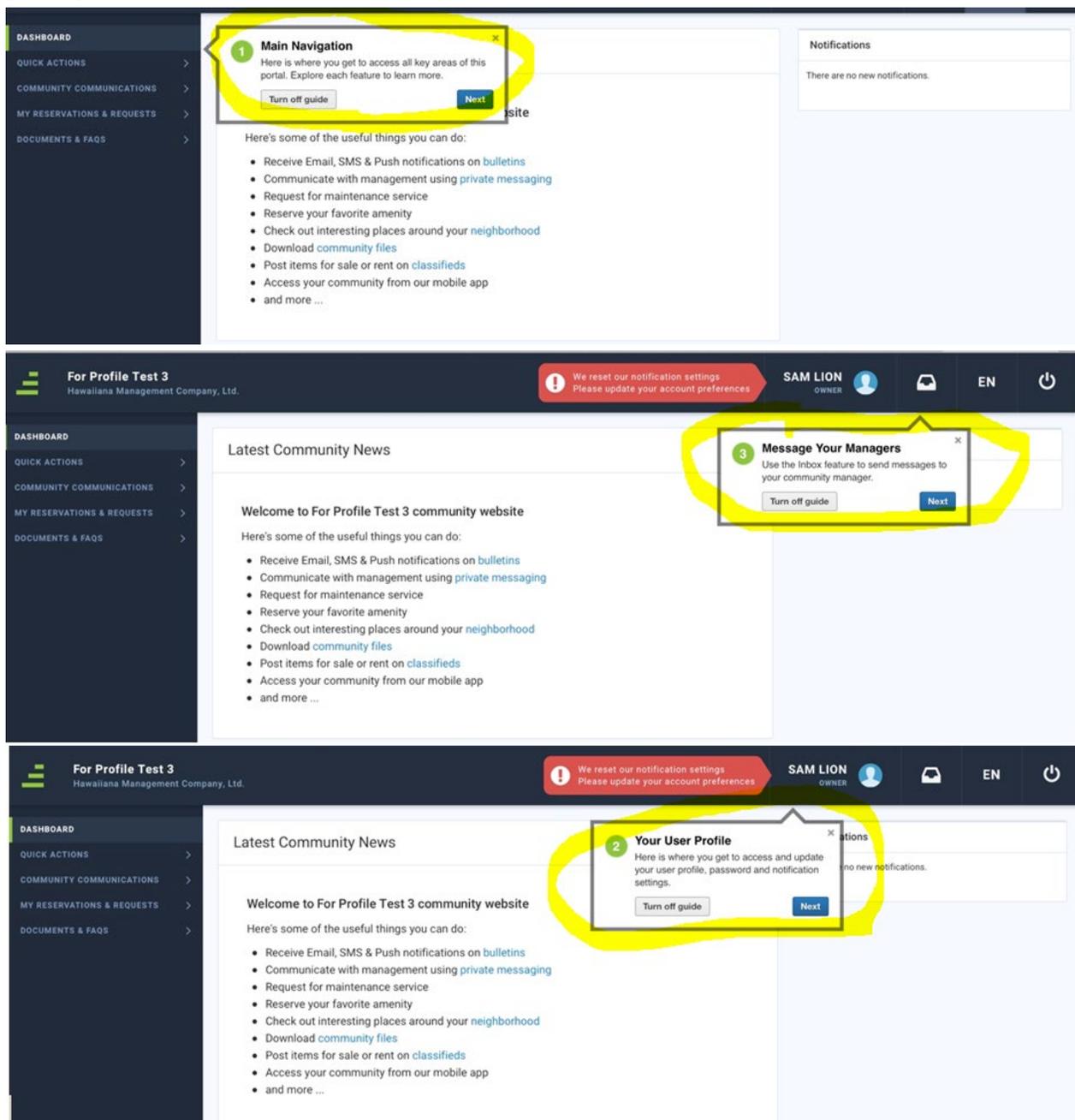
- 5) Return to the LOGIN screen on phone, computer or tablet, and use your email and newly created password to log in



- 6) You will reach the informational page below when you sign in for the first time. Follow the prompts to learn more about your FRONTSTEPS Owners' Portal. Your resident access URL will be displayed in the orange box on this page. Start by clicking the green "Let's get Started" button at the bottom of this page. You may also access your Association Website by visiting Hawaiiiana's website, hmcmgt.com, and using the "Find a Community" drop down. You will find a link to your Owners' Portal on your Association's website provided there.



- 7) Continue by clicking the green “Let’s get Started” button at the bottom of the page above to start using your Owners’ Portal and view additional helpful prompts.



- 8) Should you have any trouble logging in, please send an email websupport@hmcmtg.com. Please include your name, property name, unit number or address, and phone number so we can contact you. If possible, please include a screen shot showing your question or problem.

Mahalo!