

TownSq REGISTRATION INSTRUCTIONS

Welcome! TownSq is the perfect way to stay connected to your community! TownSq puts you in charge! See your account online, make architectural or maintenance requests, download Governing documents or forms you need when needed.

To get started you will need your new Associa account number together with your property zip code. It is best to use Google chrome to log into TownSq. This is the website: www.townsq.io

To get this on your phone you can bring it up via Google or Safari... or if you have apps in the app store, just search for "TownSq", it will come up, install and go from there.

Once you go into TownSq and register using your account number, your information that includes name, address, unit number (if applicable), phone numbers, and your email address will be listed.

To remove the email address and phone numbers from being viewed by community members you must take the following steps (you will still be able to see this as well as management, however, it will not be visible to others):

- 1-Upper righthand corner of screen on the page with their information is Edit Profile - click on it
- 2-After clicking on Edit Profile another box opens at bottom of screen page. Scroll down to PRIVACY.
- 3-This where you can go back and edit phone numbers or email addresses, how you want to see your announcements and eliminate what you don't want. Press SAVE after changes.

If you are still having a problem logging on to TownSq, please contact Support at 844-281-1728. Hope that helps; thanks for getting started on TownSq!

