



# Jefferson Square Condominium

WEB SITE QUICK GUIDE

# User Types

Within the Jefferson Square Web Site, there are 3 distinct types of users.

- ▶ Board Members
- ▶ Owners
- ▶ Residents

Each type of user will have different options available after logging into the web site.

# Obtaining a login for the J-Square Web Site?

When you go to the web site at this address:

<http://www.jeffersonsquarecondo.org/home.asp>

You will see the menu options presented here, click on Login, and then Request Login



Home

Login

Available Units

What's Nearby?

Future Owners and Resident

Owner/Resident Login

Request Login

# Complete the new login request form.

Fill in the form, and designate whether you are an owner, or a tenant using the drop-down menu in the form.

Click submit when you have completed.

Home Login Available Units What's Nearby? Future Owners and Residents Photos

## Login

### Login Request

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Street Address:	<input type="text"/>	*
Lot/Unit#:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
Owner or Tenant:	<input type="text"/>	*
To prevent automated SPAM, please enter LjF to submit your form (case sensitive):	<input type="text"/>	*

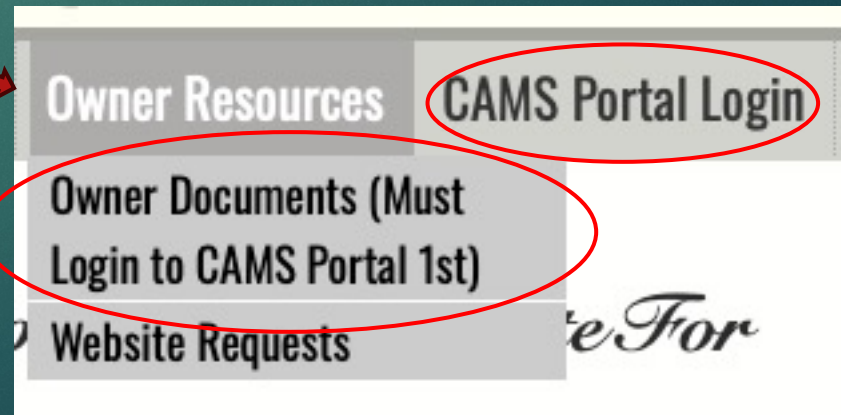
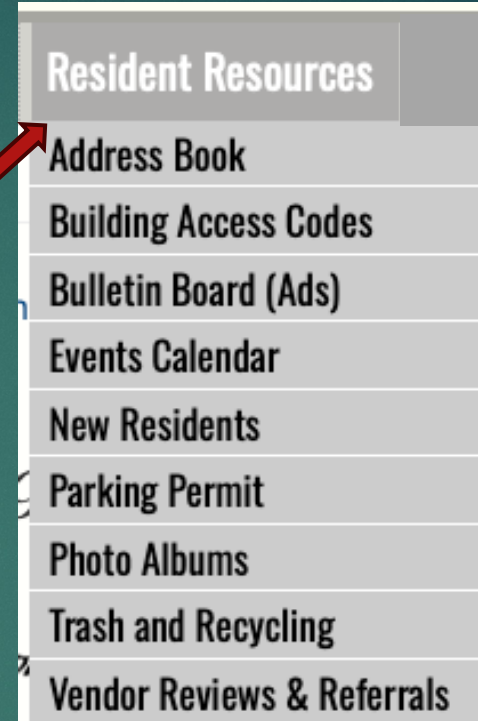
Submit

\* indicates required field

# New menu choices.

When you log into the new J-Square website, your menu options will depend on your login type:

- ▶ • **All users** have access to the “Resident Resources” menu, providing useful information for 401 and 415 building residents.
- ▶ • **Owners** see an additional menu with links to files and information in the CAMS portal.



**Note:** To use these links, you must first log into the CAMS portal. A link is provided for easy access.

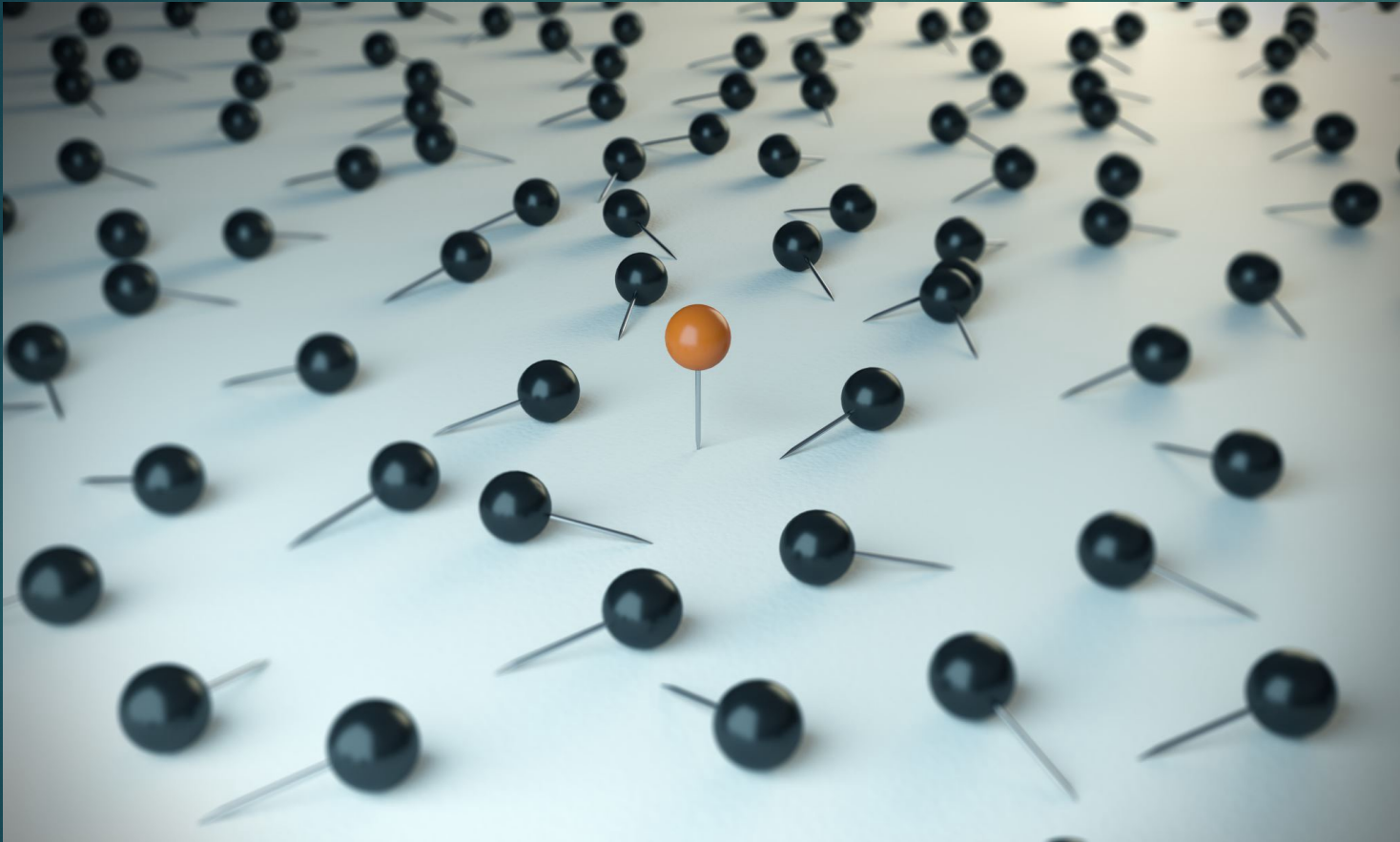
# Resident Resources Menu



Let's take a closer look at the "Resident Resources" menu choices

- ▶ **Address Book:** A Searchable list of all Tenants, Owners, and Board Members
- ▶ **Building Access Codes:** A list of important door access codes.
- ▶ **Bulletin Board Ads:** A place to post ads for items or services and events.
- ▶ **Events Calendar:** The place to find important dates for events happening at J-Square and in the 4<sup>th</sup> ward neighborhood.
- ▶ **New Residents:** Information Useful to New Residents and Owners at J-Square
- ▶ **Parking Permit:** Online fillable and printable Parking permit for vendor/contractor use
- ▶ **Photo Albums:** Event Photos from community events.
- ▶ **Trash and Recycling:** Complete policy and requirements for disposal of Trash and Recycling items.
- ▶ **Vendor Reviews & Referrals:** Community board for recommendations of Vendors/Contractors

Resident Resources
Address Book
Building Access Codes
Bulletin Board (Ads)
Events Calendar
New Residents
Parking Permit
Photo Albums
Trash and Recycling
Vendor Reviews & Referrals



Stick a pin in it –  
that's it!

Easy-peasy!!