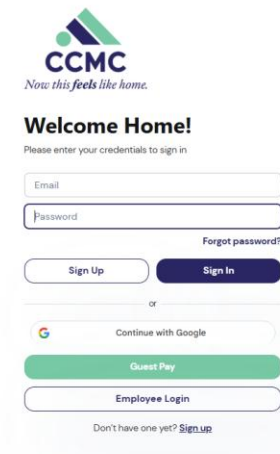


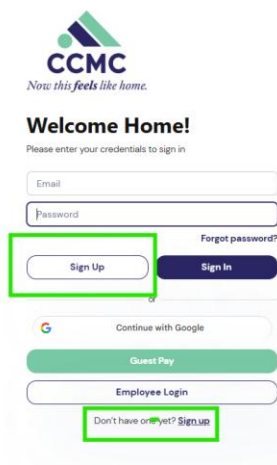
## Resident Portal Creating Your Account How-to Guide

This guide walks you through how to create your account in CCMC's new online resident portal.



### Steps to Register

1. To register for the portal, go to [buurt.ccmcnet.com](http://buurt.ccmcnet.com)
2. Click the Sign Up button under the email and password fields or “Don’t have one yet? Sign up” at the bottom of the page.




3. On the next page, fill out the short form by entering your **name, new password, email, account number, and street address**, and click “Create account,” or select

“Continue with Google,” located below. “Continue with Google” will only work if your resident account is associated with a Gmail.

## Create your account

Takes under a minute.

First name	Last name
Email	
Password	Confirm password
Account number	
Please type Address for this account number.	
<b>Create account</b>	
or	
	Continue with Google

- Once the system recognizes your account number and street address, you will receive a green message indicating your account is locked in.


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Now this feels like home.

## Create your account

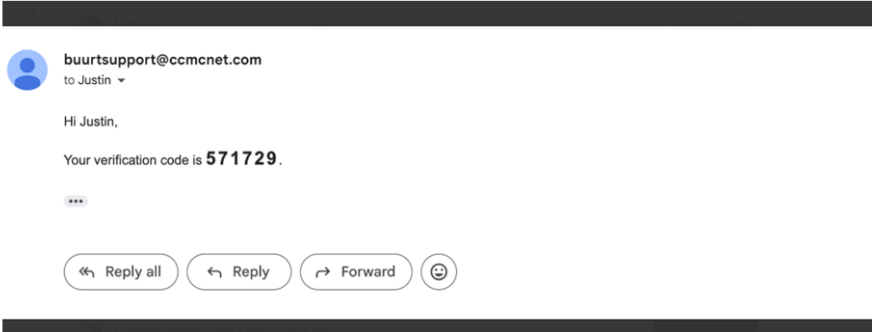
Takes under a minute.

Jane	Smith
[Redacted]	
.....	.....
[Redacted]	
[Redacted]	
LOCKED IN	[Redacted] <a href="#">Change</a>
<b>Create account</b>	
or	
	Continue with Google

Already a member? [Sign in](#)

5. A verification code will be sent to your email. **Enter the 6-digit code** in the box on the screen and click **Verify Email** to activate your account.

This is an example of the email:



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## Create your account

Takes under a minute.

Enter the 6-digit code sent to

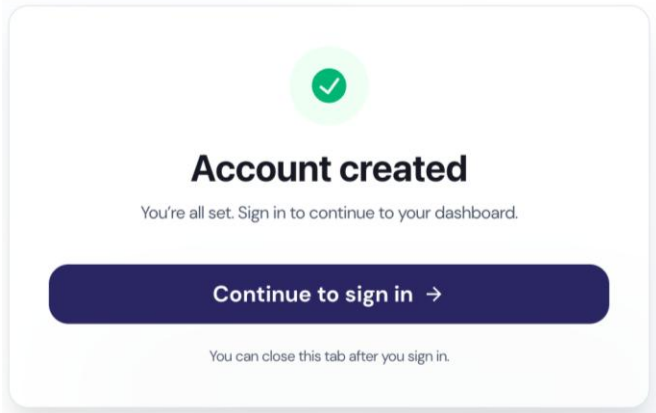


✓ Verification code sent. Enter the 6-digit code to activate your account.

Verify email

Resend code

6. Once your account is created, you will receive a confirmation message. **Click on Continue to Sign-In** to sign in to the portal.



**Please note:** If we do not have your email on file, you will be prompted to reenter your **account number and your street address**. You will then follow the same steps above to create your account.


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*Now this feels like home.*

## Create your account

Takes under a minute.

We couldn't verify you from your email. Please  confirm your Account # and select the address for that account.

Please re-enter your Account # and select your address.

Account number

Start typing your street address

Confirm and finish

Can't find it? Call the office and we'll help you finish.

## Tips

- Enter all the information requested in the **Create your account** form (email, account number, and address). This helps connect your account to your resident details automatically.
  - If you have an email on file with CCMC, be sure to sign up using that email to ensure it automatically connects your account.
  - If you don't have your account number or address, please contact your onsite management team or our customer service department.
- **Finding your account number:** your account number is included in your mailed assessment statements. If you do not have access to a prior statement, you can find your account number by contacting your on-site management team or CCMC's customer service team at 1-480-921-7500 or via email at [customerservice@ccmcnet.com](mailto:customerservice@ccmcnet.com).