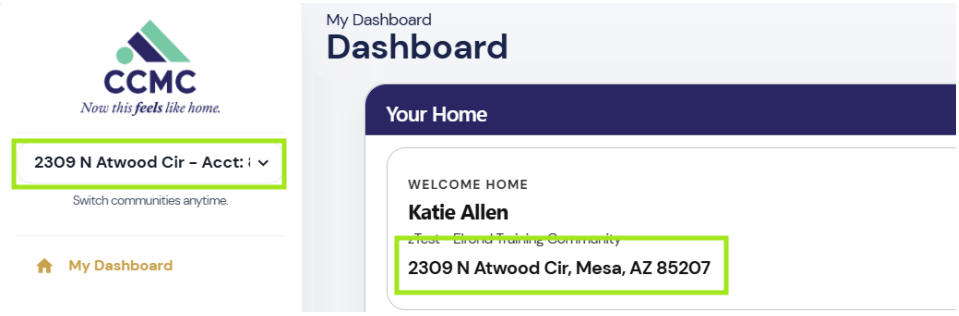
Resident Portal Resident and Pet Directory How-To Guide

This guide walks you through how to manage your profiles in the Resident and Pet Directories and look for other residents and pets in your community.

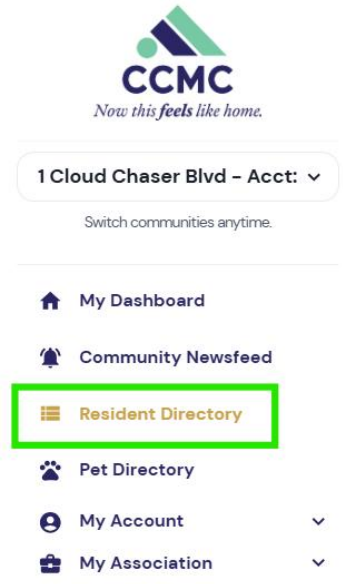
Before you start:

- Make sure you're signed in to your resident portal
- If you own multiple properties within your community, or if you own homes in multiple CCMC-managed communities, confirm you're on the correct property account. You can verify this at the top of the Dashboard page in the "Your Home" section, or by clicking the drop-down menu in the upper left-hand corner under the CCMC logo.

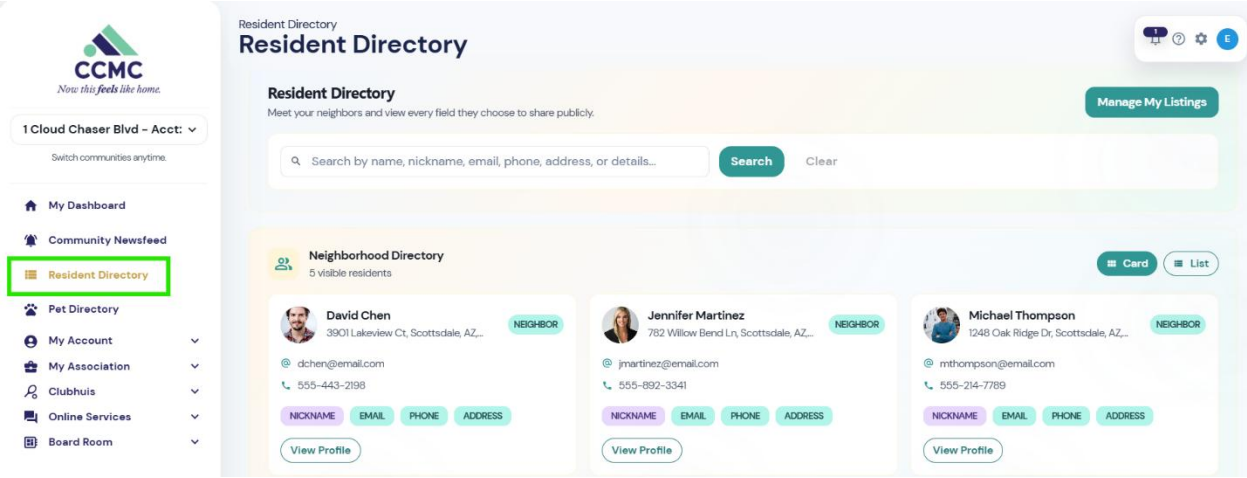


Resident Directory:

Navigation: On the main menu, click **Resident Directory**.

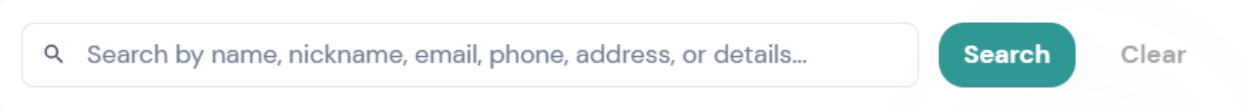


Navigating the Resident Directory

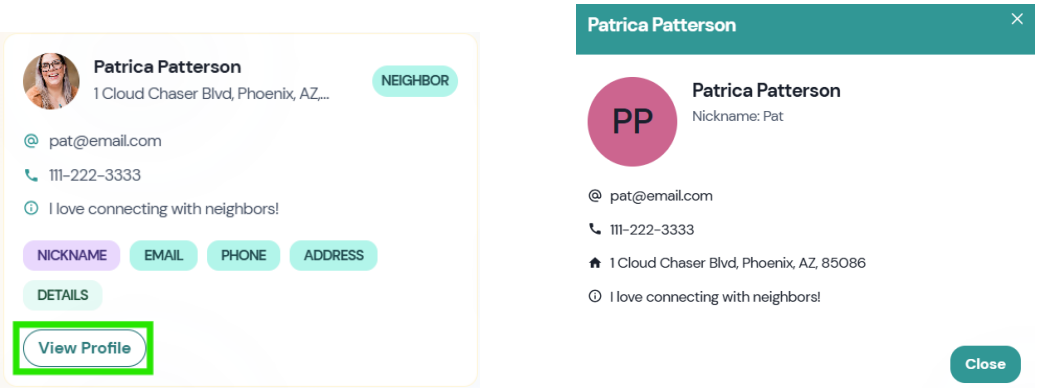


In the Resident Directory, you can:

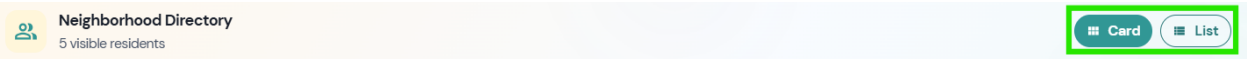
- **Search for residents** by name, email, phone and address.



- **View neighbor's profiles** and contact information, if available, by clicking View Profile on the contact card.

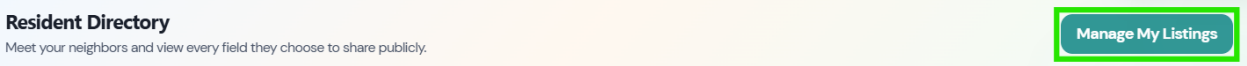


Tip: You can view profiles in card view or list view.



Creating a New Profile

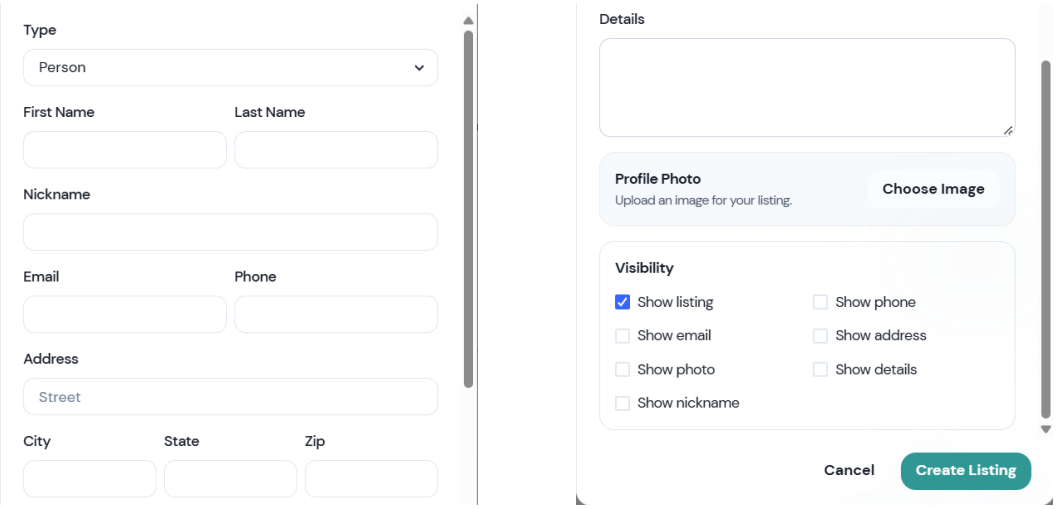
1. Click **Manage My Listings** in the top right-hand corner.



2. Click **+ Add Listing**.



3. **Fill out the form** with the requested information.



- **Type:** Select if it's a person or pet.
- **First/Last Name:** Enter the name of resident.
- **Nickname:** Enter the resident's nickname. *This is optional*.
- **Email:** The resident's email address.
- **Phone:** The resident's phone number.
- **Address:** The resident's home address.
- **Photo:** Upload a photo of the resident.
- **Details:** Enter any extra details about the resident.
- **Visibility:** Check the boxes for what information you want other residents to see.

4. Click **Create Listing**.

Editing Existing Resident Entries

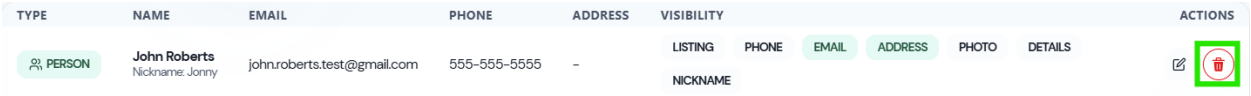
1. **Find the contact card** you want to edit.
2. **Click the pencil icon** under Actions.



3. **Update** the info needed.

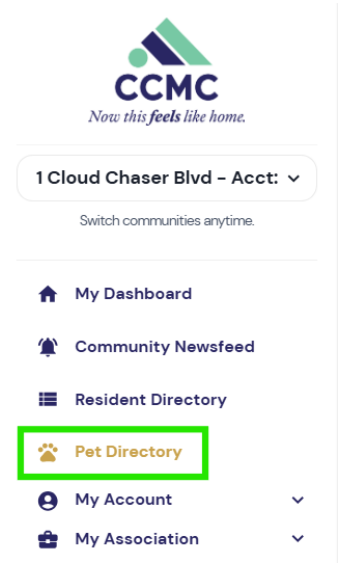
4. Click the green **Save Changes** button.

Tip: To delete the entry, click the **red trashcan icon** under Actions.

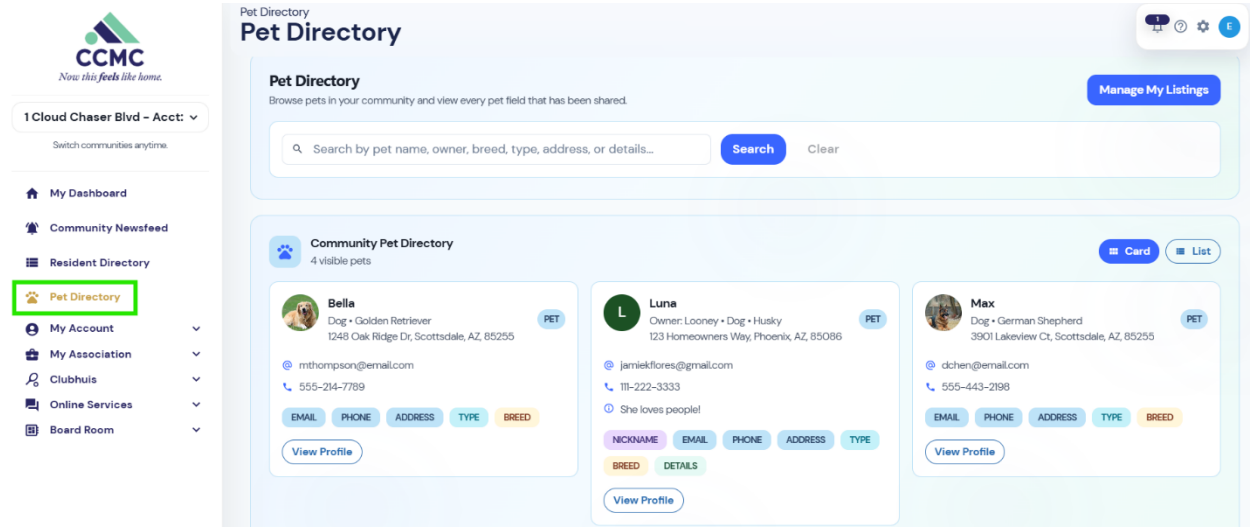


Pet Directory:

Navigation: On the main menu, click **Pet Directory**.

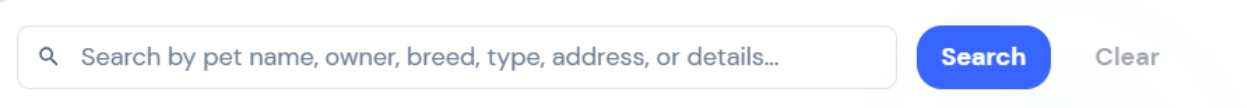


Navigating the Pet Directory

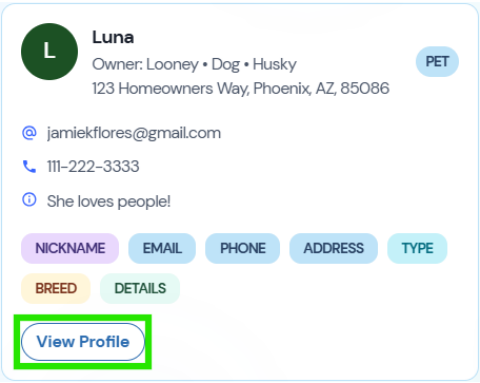


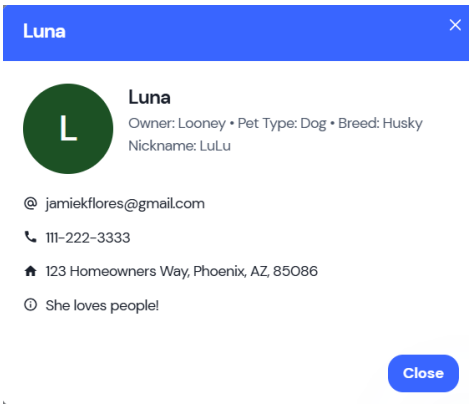
In the Pet Directory, you can:

- **Search for pets** by name, breed, type, owner, and address.



- **View pet's profiles** and their owner's contact information, if available, by clicking View Profile on the contact card.





Tip: You can view profiles in card view or list view.



Creating a New Profile

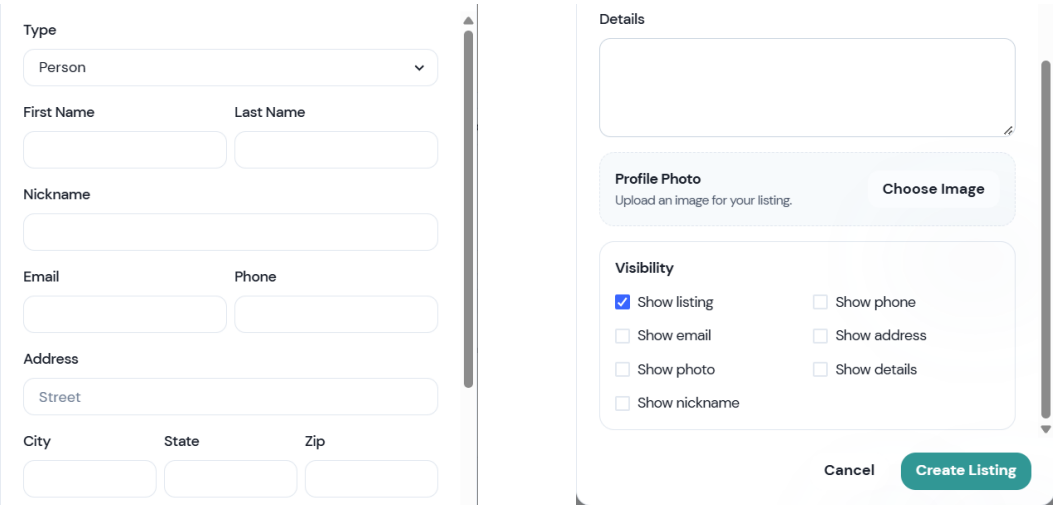
1. Click **Manage My Listings** in the top right-hand corner.



2. Click **+ Add Listing**.



3. **Fill out the form** with the requested information.

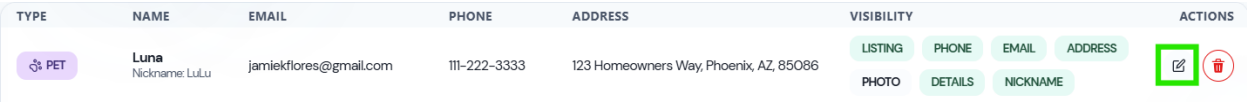


- **Type:** Select if it's a person or pet.
- **First/Last Name:** Enter the name of the pet.
- **Nickname:** Enter the pet's nickname. *This is optional*.
- **Email:** The pet owner's email address.
- **Phone:** The pet owner's phone number.
- **Address:** The pet owner's home address.
- **Photo:** Upload a photo of the pet.
- **Details:** Enter any extra details about the pet. *This can be helpful for a lost animal*.
- **Visibility:** Check the boxes for what information you want other residents to see.

5. Click **Create Listing**.

Editing Existing Resident Entries

1. **Find the contact card** you want to edit.
2. **Click the pencil icon** under Actions.



3. **Update** the info needed.
4. Click the green **Save Changes** button.

Tip: To delete the entry, click the **red trashcan icon** under Actions.

