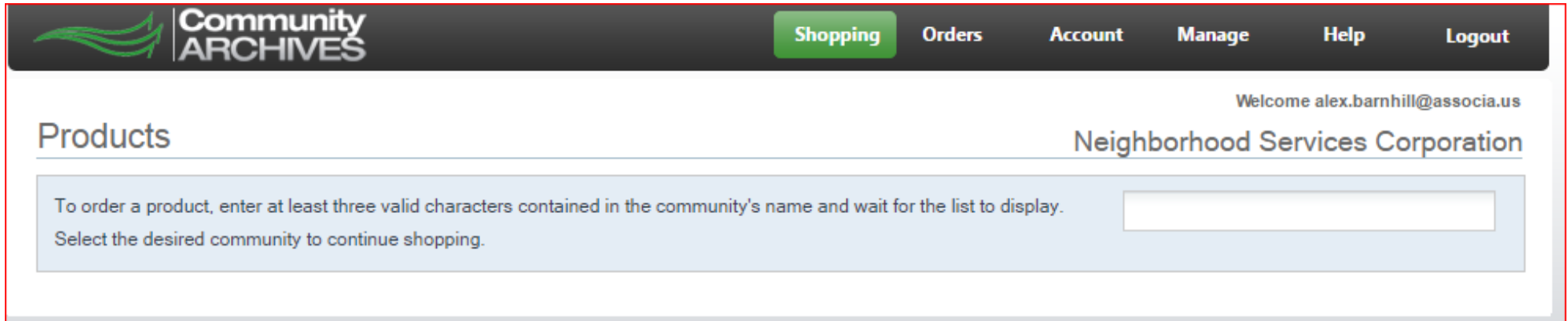


ORDERING AN UPDATED HOA LETTER

When you first log in, you will get a page such as below.



Community ARCHIVES

Shopping Orders Account Manage Help Logout

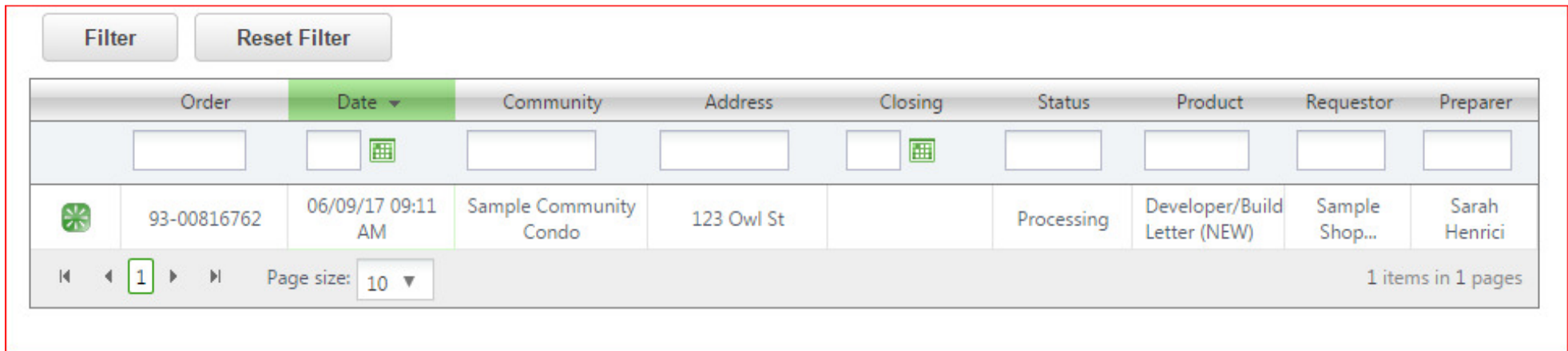
Welcome alex.barnhill@associa.us


Products

Neighborhood Services Corporation

To order a product, enter at least three valid characters contained in the community's name and wait for the list to display.
Select the desired community to continue shopping.

When highlighting Orders, you should see Processing Orders and Completed Orders. You would select Completed.
You will get a page similar to the snippet below.



Order	Date	Community	Address	Closing	Status	Product	Requestor	Preparer
	93-00816762	06/09/17 09:11 AM	Sample Community Condo	123 Owl St	Processing	Developer/Build Letter (NEW)	Sample Shop...	Sarah Henrici

Page size: 10

1 items in 1 pages

The next step would be to click the green box on the left side of the order and select *Update Order*. This will automatically initiate the ordering process. From there forward, you would follow the payment option(s) and complete the new checkout.