HOW TO JOIN TOWNSQ

The most common and official method (based on TownSq's own FAQ and support resources) is to register using your **account number** and property details. Here's the step-by-step guide:

1. **Go to the TownSq login/registration page**: Visit https://app.townsq.io/login in a web browser (recommended: Chrome, Safari, or Firefox on a computer for the easiest setup; you can later use the mobile app).
2. **Look for the signup option**: On the login page, find and click the link in the lower-right corner that says something like **"Sign up with an account number"**, **"Need to Register"**, **"Don't have an account?"**, or **"Sign Up"** (the exact wording may vary slightly depending on updates, but it's prominently placed for new users).
3. **Enter your property/account details**:
   - Input your **account number** (this is usually found on your HOA assessment statement, coupon book, billing notice, or latest invoice from your HOA/management company).
   - Enter your property's **ZIP code**.
   - Provide your **last name** (as associated with the account; if multiple last names in the household, use the one on the registration).
   - Click **Continue** or **Verify**.
4. **Verify and complete registration**:
   - The system will pull up and display your account information for confirmation.
   - If everything matches, proceed.
   - Create your account by entering a valid **email address** (this will be your login email) and setting a secure **password**.
   - Follow any additional prompts (e.g., agreeing to terms, setting preferences).
5. **Finish and access the platform**:
   - Once registered, you'll be logged in or can log in at https://app.townsq.io.
   - Download the **TownSq mobile app** from the Apple App Store (iOS) or Google Play Store (Android) for on-the-go access. Use the same email and password to log in.
   - You may receive confirmation or welcome email.

HOW TO SET-UP AUTO PAY

Steps on the Web (Recommended for Setup)

1. **Log in to TownSq**: Go to https://app.townsq.io/login and sign in with your email and password.
2. **Access your accounts**: Click your name (or profile icon) in the upper right-hand corner to open the drop-down menu. Select **Accounts** (this takes you to your payment/account overview page).
3. **Go to payments**: On the Accounts page, click **Make a payment** (or a similar button like "Pay Assessments" in some setups).
4. **Choose autopay/recurring option**: From the menu/options displayed, select **Manage autopay**, **Set up recurring payment**, or **Set up auto-pay** (wording may be "Manage Autopay" or "Set up a recurring payment"). This opens the autopay setup section.
5. **Set up the recurring payment**:
   - Select the account/property (if you have multiple).
   - Choose the payment frequency (e.g., monthly, matching your assessment due date).
   - Enter or select the amount (often defaults to your regular assessment; some setups auto-update if dues change).
   - Add or select a payment method:
     - For **ACH/e-check**: Enter your bank routing number, account number, and account type (checking/savings).
     - For **credit/debit card**: Enter card details (number, expiration, CVV).
   - Review any fees shown.
   - Set the start date (e.g., next due date) and any other preferences (like auto-pay for full balance or specific amount).
6. **Review and confirm**: Double-check details, agree to terms (including any fees or authorizations for recurring charges), and submit/save. You may get a confirmation email or on-screen notice.
7. **Verify/manage**: After setup, return to **Manage autopay** or **Accounts** to view, edit, pause, or cancel the recurring payment if needed.

FEES – TownSq supports recurring payments via ACH (e-check/bank account or credit/debit card, though fees apply for cards (convenience fee + percentage). $2.95 + 3.5% for credit cards.

If you need help signing up or setting up auto pay, please call the clubhouse or email Donna to set up an appointment to instruct you. (815/372-2830 or d.pienta@att.net)