

HOMEOWNER ONBOARDING

# Create your Fox River View HOA account

A step-by-step guide to signing up at [foxriverview.org](https://foxriverview.org), getting your email confirmed, and waiting on board approval – with screenshots of every step.

## What you'll do

1. Open the sign-up page at [foxriverview.org/signup.html](https://foxriverview.org/signup.html).
2. Choose to login with your Gmail or an alternate email and enter a password + your lot number.
3. Enter the 6-digit verification code we email you.
4. Wait briefly for the board to approve your account.
5. Sign in any time – and you'll see a banner if approval is still pending.

# Why an account?

An account on [foxriverview.org](http://foxriverview.org) is what gives you access to homeowner resources that aren't visible to the general public:

- **Members-only documents:** draft minutes, financial reports, the homeowner contact directory.
- **Voting on motions:** when the board puts something to the membership, your account is how you cast your vote.
- **Dues payments online** (coming soon).
- **Architectural review submissions** for sheds, fences, and other exterior changes (coming soon).


Sign-up takes about a minute. Board approval — confirming you're a homeowner in the subdivision — usually happens within a day or two.

**Heads-up:** the board can only approve accounts for homeowners on record at Fox River View. Make sure the email + lot number you enter match what we have on file.

## 1 Open the sign-up page

Go to [foxriverview.org/signup.html](http://foxriverview.org/signup.html). You can also click the *Sign up* button on any page of the site.

### Create your account



or sign up with email

Email address (this is your username)

Password

At least 8 characters. Use one upper-case letter, one number, and one symbol for safety.

Lot number

### What an account gets you

- **Members-only documents** — financial reports, draft minutes, own contact directory.
- **Coming soon:** online voting on motions, dues payments online, architectural request submissions.

#### Approval flow

1. You sign up with your email + lot number (or with Google).
2. We email the board with your details.
3. The board confirms you're a homeowner and activates your account.
4. You can now access members-only resources at </members.html>.

#### Already have an account?

[Sign in](#)

The sign-up landing page. Two paths: Google (top) or email + password (below).

## 2 Choose how you want to sign up

You have two options:

- **Sign up with Google** – click the white button at the top. Google handles your password; you'll only need to provide your lot number afterward.
- **Sign up with email** – enter your email, choose a password, and provide your lot number on the same form.

**Use the email you actually check.** The verification code in step 4 goes to whatever email you enter, and that's also how the board reaches you about your approval.


### 3 Fill out the form

If you chose email + password, fill out the three fields on the left side of the page:

- **Email address** — this is also your username when you sign in later.
- **Password** — at least 8 characters, with at least one uppercase letter, one lowercase letter, and one number.
- **Lot number** — your Fox River View lot number, the same one shown on your dues invoice.

Then click **Create account**.

## Create your account



or sign up with email

Email address (this is your username)

Password

At least 8 characters. Use one upper-case letter, one number, and one symbol for safety.

Lot number

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### Already have an account?

Example: form filled out and ready to submit.

**Double-check your email.** If you typo it, the verification code will go to the wrong address and you'll never receive it. The most common cause of sign-up trouble is a small email typo.

## 4 Verify your email address

After you click **Create account**, the page will switch to a new screen asking for a 6-digit code:

### Check your email

We sent a 6-digit verification code to **marie.example@gmail.com**. Enter it below to confirm your email address.

Verification code

**Confirm email**

Resend code

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### Already have an account?

Sign in →

The verify-your-email step. Enter the code we just sent to your inbox.

### Where to find the code

Open your email inbox. Look for a message from **Fox River View HOA <board@foxriverview.org>** with the subject "Your verification code." It contains a 6-digit number — paste or type that into the field on the page.

#### Don't see it within a couple of minutes?

- Check your **spam or junk folder**. Yahoo and Gmail sometimes route the first email from a new sender there.
- Click **Resend code** on the verification page to send a new email.
- Make sure the email on the form matches what you typed in step 3 — even one wrong character means the email goes to a different address.

Click **Confirm email**. If the code is correct, the page advances to the success screen.

## 5 Account created – waiting for board approval

Once your code is accepted, you'll see this screen:

**Account created.** Your account is pending board approval. Once a board member confirms you're a homeowner, you'll be able to access members-only resources. You can sign in any time — you'll just see a "pending" message until you're approved.

[Go to my account](#) [Back to home](#)

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### Already have an account?

[Sign in →](#)

Account created. The board has been notified to approve you.

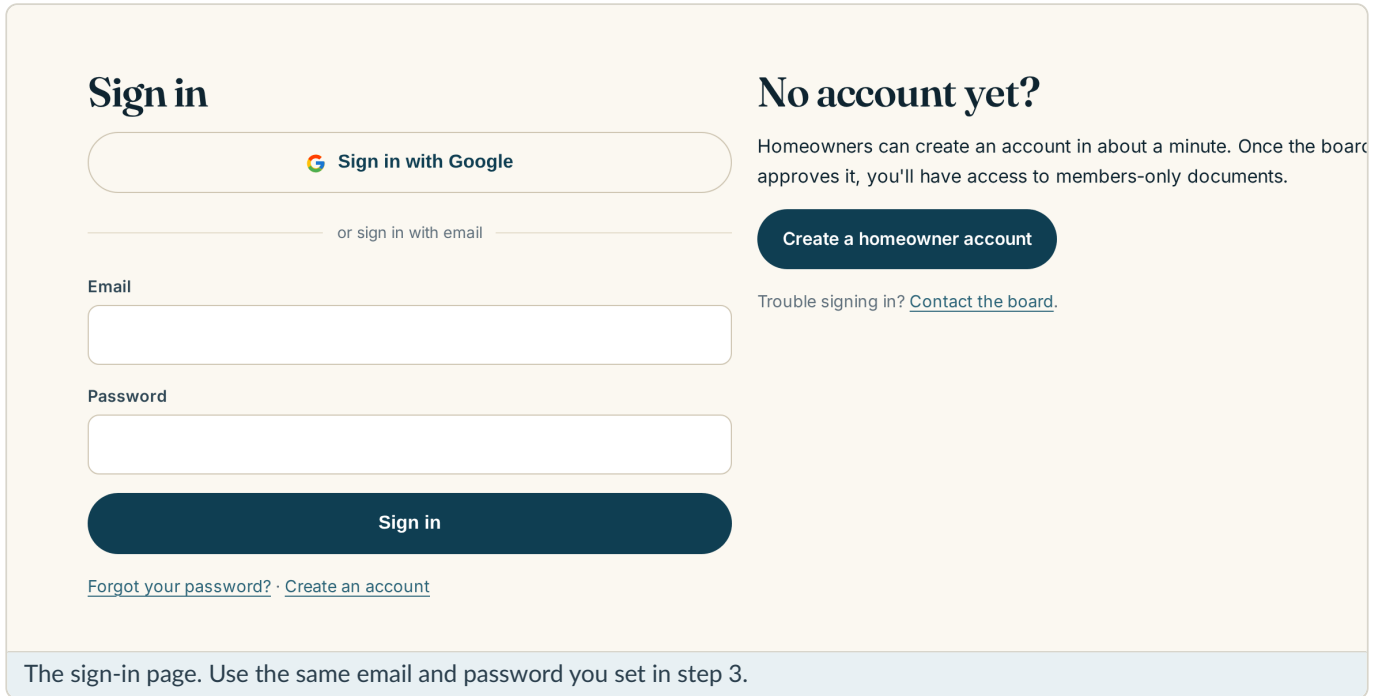
What happens next, behind the scenes:

1. Our system emails the board to let them know a new homeowner just signed up.
2. A board member opens the system, confirms your name + lot number against our homeowner records, and adds you to the *members* group.
3. Your account becomes fully active and members-only pages unlock.


This usually happens within a day or two. There's nothing more to do on your side until then — you can close the page.

## 6 Sign in for the first time

You can sign in any time after creating your account, even before the board has approved you. Go to [foxriverview.org/signin.html](https://foxriverview.org/signin.html):



**Sign in**

 Sign in with Google

or sign in with email

Email

Password

**Sign in**

[Forgot your password?](#) · [Create an account](#)

**No account yet?**

Homeowners can create an account in about a minute. Once the board approves it, you'll have access to members-only documents.

**Create a homeowner account**

Trouble signing in? [Contact the board.](#)

The sign-in page. Use the same email and password you set in step 3.

If the board hasn't approved you yet, you'll see this welcome banner after you sign in:

## Sign in

 Sign in with Google

or sign in with email

Email

Password

Sign in

**Welcome — you're signed in.** Your account is pending board approval. You'll get access to members-only pages (dues, voting, documents, meetings) once a board member approves you. [Go to your account](#) in the meantime, or [contact the board](#) if it's been more than a couple of days.

## No account yet?

Homeowners can create an account in about a minute. Once the board approves it, you'll have access to members-only documents.

Create a homeowner account

Trouble signing in? [Contact the board.](#)

Pending-approval state. You're signed in, but members-only pages stay locked until a board member confirms you.

Once the board approves you, the next sign-in goes straight to your account home and members-only pages — Vote, Documents, Meetings, Pay dues — open up.

## 7 Troubleshooting

What you saw	What it means / what to do
"User is not confirmed" when signing in	You haven't entered the 6-digit verification code yet. Click the <b>resend the verification email</b> link on the sign-in page, then check your inbox (and spam folder) for the code. The link will take you back to the verify step.
"Email or password is incorrect"	One of them is wrong. If you've forgotten the password, click <b>Forgot your password?</b> on the sign-in page – we'll email you a reset code.
"We couldn't find an account with that email"	Either you mistyped the email, or you haven't signed up yet. Click <b>Create an account</b> and start from step 1.
"Welcome – your account is pending board approval"	Sign-in worked. The board hasn't approved you yet. This usually clears within a day or two. If it's been longer, use <i>contact the board</i> on the sign-in page.
Verification email never arrives	(1) Check spam. (2) Confirm the email you typed has no typos. (3) On the verification screen, click <b>Resend code</b> . (4) If still nothing after 10 minutes, contact the board.
"Too many attempts" or rate-limit errors	Wait a minute and try again. Cognito rate-limits to protect against brute force.