

# PHP Member Website Helpful Tips

If you are currently living at PHP and have not received your login information, please contact Lauren at: [ltash@peachtreehillsplace.com](mailto:ltash@peachtreehillsplace.com). If you have not moved in yet, you will be given this information when you move in.

**PHP Member Website:** [www.peachtreehillsplacecondo.com](http://www.peachtreehillsplacecondo.com)

## **My Profile:**

- After logging in for the first time, you can change your password as well as update your information by going to “**My Profile**” located at the top right-hand corner of the homepage.
- This will bring you to your profile page. You will see nine tabs across the top of this page titled:
  - “**My Name/Contact Info**”
  - “**Login & Password**”
  - “**Emergency Contact Info**”
  - “**Notifications**”
  - “**My Public Profile**”
  - “**Custom Field-Birthday**”
  - “**Unit Info**”
  - “**Vehicles**”
  - “**Pet Registry**”
- Click on the “**My Name/Contact Info**” tab to make sure all your contact information is accurate. If you would like to receive text messages from us, click the “yes” button for the last question, “Should Building Staff be able to contact you via text message when necessary?” Make sure you click “**Save Contact Info.**”
- To change your password, click the “**Login & Password**” tab then click the “**Change Password**” link. There is a delay to get to the next page so be sure to wait for it to load. Once the page loads, you will be asked to enter your current password and new password. Make sure to click “**Save Login Info.**”
- To add **Emergency Contacts** to your profile, click the “**Emergency Contact Info**” tab. Please add your Emergency Contacts, so we have someone to reach out to in case of emergency. Make sure to click “**Save Emergency Contact Info.**”
- You can select your notification preferences under the “**Notifications**” tab. Click this tab, and update the top section titled “**My Notification Settings**” to make sure your correct email and phone number are listed so you receive all notifications. You can select your notification preferences below by clicking the buttons to the right of each question. If the button is selected, you will receive notifications for that event. If the button is not selected, you will not receive notifications for that event. Be sure to click “**Save Notification Preferences**” at the bottom of the page once you have made your selections.
- To make your profile public, go to the “**My Public Profile**” tab and click the “**Activate My Public Profile**” button. This will list you in the **NeighborNet Directory**, which is

viewable to Members. Here, you can also provide personal information, upload a photo of yourself, and choose which info is shown to all Members and which info is shown only to Members you have accepted as a "friend". Make sure to click on the "**Save My Public Profile**" button when you are finished.

- Please add your birthday in the "**Custom Field**" tab and click "**Save**"
- Under the "**Unit Info**" tab, you can view information about your unit, add emergency contacts, note who has additional keys in the event of an emergency, and add an alternate mailing address. Click "**Save Changes**" when you are finished.
- Under the "**Vehicles**" tab, make sure all your vehicle information is accurate. If you need to add/delete vehicle information, you can do that here. Be sure to "**Save**" your changes.
- The last tab is "**Pet Registry**." Click the "**Add a Pet**" button to register your pets to your unit. Be sure to "**Save**" your changes.

### **Homepage:**

- On the left side and in the center of the homepage, you can:
  - View and Add **Front Desk Instructions** (who is allowed access to your home, housekeeper/dog walker instructions, package delivery instructions, etc.)
  - View your **deliveries**
  - View **PHP community documents, PHP calendar, staff directory**, etc.
  - View the **NeighborNet** (see other Members who have made their profiles public)
  - View the **Pet Park**
  - Make **Amenity Reservations** (croquet)