Create a New Registration

At the Caliber Web login screen and/or the smaller login screen, select Register for a login:

2	User Name:		User Name: janedoe
	Password:		Password:
Welcome to: Caliber Web	LOGIN		•••••
The web portal to:	Forgot your username or password?		
CALIBER TESTING	Register for a login		LOGIN
Caliber Web is a management company web portal intended for use by homeowners, board members, and other authorized users of			Forgot your login?
associations and properties managed by CALIBER TESTING. Use by others is strictly prohibited. Your use of Caliber Web, as demonstrated by attempting to log in, constitutes your acceptance and agreement to the Caliber Web Site <u>Terms of Use</u> .	V2.1.0	OR	Register V2.1.0

At the User Registration Process screen:

- 1. Enter your Account Number (Account Numbers can be provided to you by your management company)
- 2. Enter an Email Address of your choice
- 3. If there is more than one Owner associated with this account, you will receive a pull down menu to choose your name from
- 4. Select Start Registration Process

- User Registratio	n Process:		
Step 1 of 2 - Sub	mit Request		
A Please sele	ct a contact record to link an	d resubmit.	
Account Number :	101601040		Instructions:
Email Address: Contact Record :	support@calibersoftware.com - Select a Contact -	.	 Please enter your account number and email address in the fields provided. Then click on the "Start Designation process" button to have
Start Registration F	- Select a Contact - John Doe (User Account Exists)		the system email you the registration link.
	Jane Doe		

Once you have selected Start Registration Process, you will see Step 1 of 2 – Submit Request:

1. Verify that you received the message "Your registration email has been sent to your email address."

- User Registratio	on Process:		
Step 1 of 2 - Sub	omit Request		
✓ Your registr	ration email has been sent to) your email address.	
Account Number :	101601040	Instructio	ons:
Email Address:	support@calibersoftware.com	Please e and ema	nter your account number il address in the fields
Contact Record :	Jane Doe	provided Registra	. Then click on the "Start tion Process" button to have
Start Registration	Process	the syste link.	em email you the registration

- 2. Go to your email box of the email address you provided and locate the email sent to you from *Caliber Web Account Registration.*
- 3. Click on the link provided

New Account Registration Caliber Web Account Registration <ken.wilson@calibersoftware.com> Sent: Mon 9/28/2015 7:55 AM To: Support@calibersoftware.com</ken.wilson@calibersoftware.com>
Thank you for registering with Caliber Web. In order to complete the process, you must click the following link:
http://asp.reefpt.com/Caliberweb2_testing/common/Register.aspx? guid=UmVmVHIwZT0yNHxSZWZJRD0xMzN8TmFtZU9wdGlvbj0xfE1nbXRDT0IEPTE2MDh8RFRTPTkv
If you did not register a new Caliber Web account, you can simply disregard this message. If you have any questions, please contact your management company or property manager.

At Password Reset: Step 2 of 2 – Create Account:

- 1. Enter a User Name of your choice
- 2. Enter a Password of your choice (*Passwords must be at least 8 characters and contain at least one uppercase and one lowercase letter and one number*)
- 3. Select Create Account

Step 2 of 2 - Crea	te Account	
User Name :	janedoe	Instructions:
Password:	*	Medium Please choose your user name and password and enter it in the fields below. Click on Create Account to
Repeat Password:		submit. Once the account has been created go back to the login page using the "Return to Login" button
Create Account		(

4. If your username is already in use, you will be required to select another username until you enter one that is available.

Once you have selected Create Account, you will verify "Your Caliber Web user account was successfully created":

Password Reset:		
Step 2 of 2 - Create	Account	
✓ Your Caliber \	Veb user account was success	sfully created.
User Name :	janedoe	Instructions:
Password:		 Please choose your user name and password and enter it in the fields below. Click on Crasta Account to
Repeat Password:		 Submit. Once the account has been created,
Return to Login 🔺		go back to the login page using the "Return to Login" button

- 1. Return to Login
- 2. Enter your User Name
- 3. Enter your Password



You have successfully created your new account!



Retrieve Forgotten User Name and/or Password

At the Caliber Web login screen and/or the smaller login screen, select Forgot your username or password?:



Enter the information depending on which is needed accordingly:

- User name and Pass	word reset assist:		
Account Number :	- Account Number		Instructions:
Email Address:	- Email Address		 To reset your password, please either enter your account number
User name:	OR - User Name	-	and email address OR your user name in the fields provided. Then click on the Email me a password reset button to have the system send you the reset link.
Email me a password re	Email me my user name		 To find out your user name, please enter your account number and email address and then click on on the Email me my user name button.

If you enter a User name in the above screen, the email will be sent to your email address on file.

Once you made your selection, you will verify "An email with your password reset has been sent to your email address.":

User name and Pass	word reset assist:	
✓ An email with yo	our password reset has been	sent to your email address.
Account Number :	- Account Number	Instructions:
Email Address:	- Email Address	To reset your password, please
	OR	either enter your account number and email address OR your user name in the fields provided. Then
User name:	janedoe	click on the Email me a password reset button to have the system send you the reset link.
Email me a password re	Email me my user name	 To find out your user name, please enter your account number and email address and then click on on the Email me my user name button.

- 1. Go to your email box of the email address you provided and locate the email sent to you from *Caliber Web Account Registration.*
- 2. Select the link provided

Within the next screen, select a new password:

Password Reset:	
Password: Repeat Password:	
Change Password	

Once you have entered a new password, you will receive the following successful message:

Password Reset:	
✓ Your password again.	has been successfully reset. You may close this window and log in
Password: Repeat Password:	
Change Password	

Proceed back to the login screen and enter your new information accordingly:

User Name: janedoe
Password:
LOGIN
Forgot your login?