



# Website Sign Up Instructions

On the community website, residents get questions answered, see what's going on in the community by seeing an up-to-date calendar, find important association documents, and more. **Just moved in? Create your account today!**



## Follow the Steps Below to Create Your New Account:

1. Visit the website [www.BellTowerParkCommunity.com](http://www.BellTowerParkCommunity.com)
2. On the right-hand side of the website page, all the way at the top of screen, click **Owner Login**.
3. When you see the login window (pictured to the right) click **REGISTER NOW**
4. Enter your information. **You MUST Enter the SAME Exact Email Address You Put on Your Board Approved Application!!\***
5. Click "**Register WITHOUT Text Message**" and continue.\*\*
6. Wait a few minutes, then check your email inbox. You will receive an email from **Frontsteps** with instructions to create your password and complete your account creation. **Follow the instructions in that email carefully, ensuring you've signed up with the correct email address.** (Review step #4.)
7. **If you Did Not receive an email from Frontsteps**, email Beta for assistance at [B.Bond@CMGFlorida.com](mailto:B.Bond@CMGFlorida.com). (Your registration may be delayed.)

**If You Have Registered Successfully** Go back through **steps #1 and #2**. Proceed to the login page (pictured above). Enter your email address and newly created password. Click **LOG IN** to access your new account!

- **Save your login credentials so you never lose them.** Store your credentials in a protected, safe place, at all times.
- **Save the BTP website link. Save the link in your bookmarks** on your browser for quick access or write it down.

Once logged in, you will see your dashboard. Get familiar with the website and explore it by clicking on menu items & dropdown items located in the far left-hand, dark blue column. Explore the additional menu items in the top bar of the webpage as well. If you need any help navigating the website, please email Beta at [B.Bond@CMGFlorida.com](mailto:B.Bond@CMGFlorida.com).

**FAQ:** "I created an account; Can another member in my household create their own account?"

**No. Only 1 account is possible per unit. It is not prohibited;** In our central system, integrated into Frontsteps, 1 unit = 1 account slot. Your account **must be shared within the household** if there are multiple household members in your unit.

## TROUBLESHOOTING REGISTRATION ISSUES

**\*If you did not receive a sign up email or cannot login with your new password:** After clicking **REGISTER NOW** you **DID NOT** enter the **same, exact email** that matches what you put **on your application**. **Contact Beta for assistance.**

**\*\*If you clicked "Register WITH Text Message" Please be Advised:** You **may** be required to start the registration process over, with Beta's assistance. **Review step #5** to avoid making the same error, and verify your email is correct (see step #4).

- **Have You Encountered Any of the Issues Above? Do You Have Any Other Issues / Having Any Trouble at All? Please Email Beta Bond at: [B.Bond@CMGFlorida.com](mailto:B.Bond@CMGFlorida.com) for assistance. Please be Advised: Your registration may be delayed.**