



Caliber Portal Registration

(Revised: Feb-18)

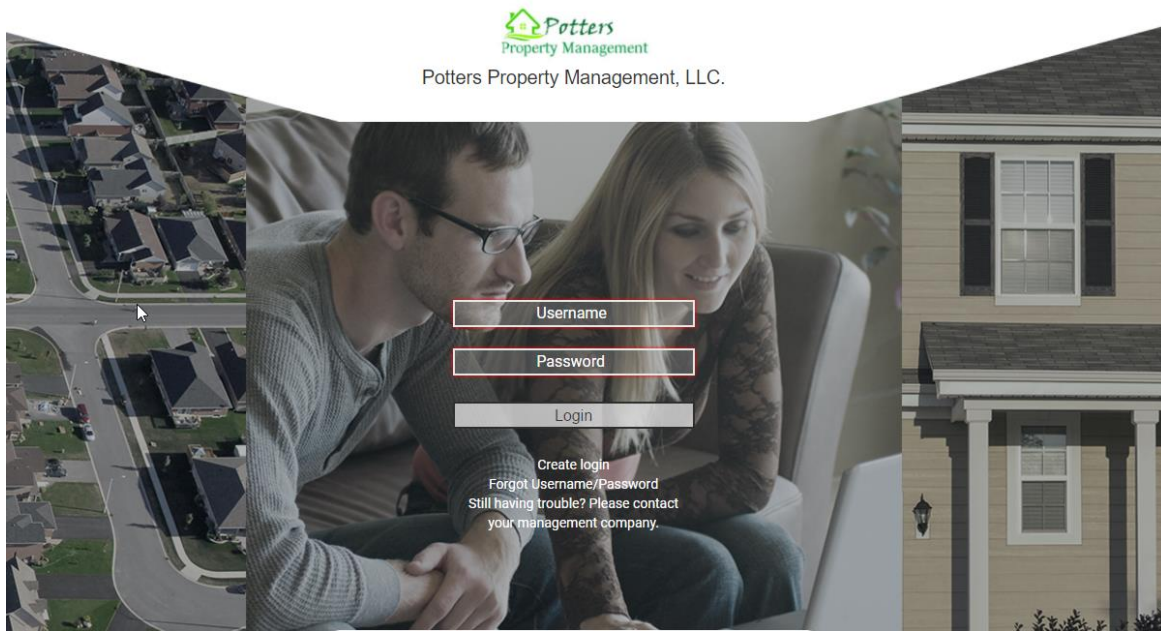
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Create a New Login

At the Portal login screen and/or the smaller login screen, select **Create login**



Or

A screenshot of a smaller login screen. It features a "Username:" label above a text input field, followed by a "Password:" label above another text input field. Below the password field is a "Login" button. At the bottom of the form are three links: "Create login", "Forgot Username", and "Forgot Password".

Registration screen:

1. Enter your **Account Number** (Account Numbers can be provided to you by your management company)
2. Enter the **Email Address** that is associated with your account.
3. Select **Submit Registration**

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number

Email

Submit Registration

4. After clicking Submit Registration, if the email address is not on file with your management company, you will be prompted to enter your **Unit Address** that is associated with your account. The unit address must match what is in the system.
5. Select **Submit Registration**

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number

Email

There was an issue locating your account, please enter your unit address below and resubmit.

Address

Unit

Submit Registration

6. If there is more than one Owner, a drop down will appear allowing you to select the appropriate person.
7. Select **Submit Registration**

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number

100110010

Email

@calibersoftware.com

There was an issue locating your account, please enter your unit address below and resubmit.

Address

Unit

Unit #

Select Owner

-Select name option-

-Select name option-

DANIEL BLAIR

LEANNA BLAIR

Submit Registration

Once you have selected Submit Registration:

1. Verify that you received the message **“You will receive an email containing a link to create your login and password shortly.”**
2. Go to your email inbox for the email address you provided and locate the email sent to you with the subject, “New Account Registration.”
3. Click on the **link provided**.

Thank you for registering with Caliber Portal. In order to complete the process, you must click the following link:

[\[Redacted Link\]](#)

If you did not register a new Caliber Portal account, you can simply disregard this message. If you have any questions, please contact your management company or property manager.

Create Login Credentials:

1. Enter a **Username** of your choice. *(Usernames must be at least six (6) characters.*
2. Enter a **Password** of your choice. *(Passwords must be at least eight (8) characters and contain at least one (1) uppercase letter, one (1) lowercase letter, and one (1) number.)*
3. **Confirm** Password.
4. Select **Submit**
5. If your username is already in use, you will be required to select another username until you enter one that is available.

Create login credentials

Please enter your new username and password for your account.

Username

Username

(Username must have at least six(6) characters)

Password

Password

(Password must have at least eight(8) characters, including one(1) uppercase, one(1) lowercase and one(1) number. These special characters !@#\$%^&+== may also be used.)

Confirm Password

Re-enter Password

Submit

Once you have selected Create Account, you will receive, **“Registration success!”**:

Credential Creation Successful!

Registration success! You will be redirected to the login page.

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1. Enter your: **Username**
 2. Enter your: **Password**
 3. Click **Login**



A login form overlay on a background image of hands. It contains three input fields: 'Username', 'Password', and 'Login'. Below the 'Login' button are three links: 'Create login', 'Forgot Username/Password', and 'Still having trouble?'.

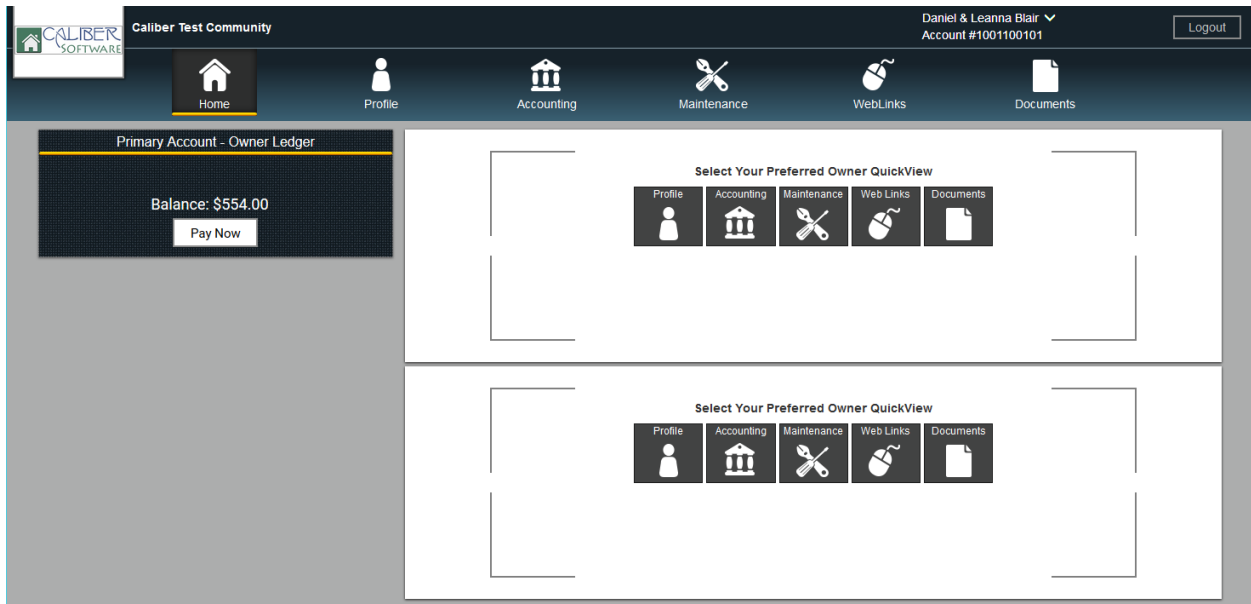
Username

Password

Login

Create login
Forgot Username/Password
Still having trouble?

You have successfully created your new account!



The dashboard for the Caliber Test Community. The top navigation bar includes the Caliber Software logo, the community name, user information (Daniel & Leanna Blair, Account #1001100101), and a Logout button. Below the navigation bar is a sidebar with 'Home' (selected), 'Profile', 'Accounting', 'Maintenance', 'Web Links', and 'Documents'. The main content area shows the 'Primary Account - Owner Ledger' with a balance of \$554.00 and a 'Pay Now' button. Below this are two identical sections for 'Select Your Preferred Owner QuickView', each containing five icons: Profile, Accounting, Maintenance, Web Links, and Documents.

Caliber Test Community

Daniel & Leanna Blair
Account #1001100101

Logout

Home Profile Accounting Maintenance Web Links Documents

Primary Account - Owner Ledger

Balance: \$554.00

Pay Now

Select Your Preferred Owner QuickView

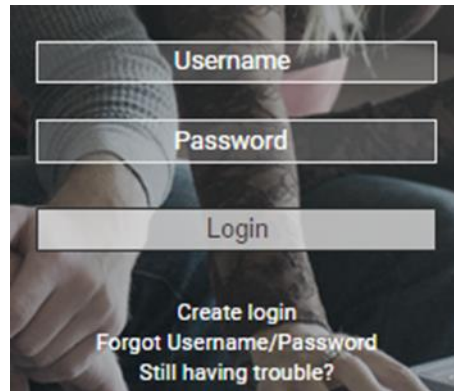
Profile Accounting Maintenance Web Links Documents

Select Your Preferred Owner QuickView

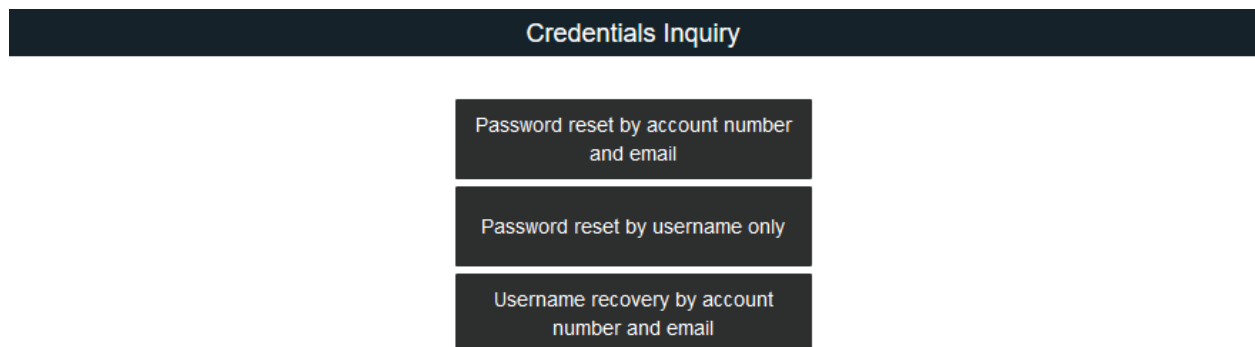
Profile Accounting Maintenance Web Links Documents

Username Recovery/Password Reset:

At the Portal login screen select **Forgot Username/Password**



You will be prompted with the **Credentials Inquiry** screen displaying **3 Username/Password** recovery and reset choices.



- Each of these will require you to provide specific information to proceed with recovery/reset.
- All three methods will send an email to the email address registered on file. Your **Password Reset** Emails will contain a link. The link will direct you to the **Password Reset** screen where you will create a new password. Once created and submitted. Portal will state New Password Confirmed and redirect you back to Portal Login Screen.

1. Password reset by Account Number and Email:

- Provide Account Number and Email

Password Reset

Please fill out the field(s) below and submit to reset your password

Account Number

Account Number

(Account number provided by your management company)

Email

Email

(Email linked to this account)

Reset my password

2. Password reset by Username only:

- Provide Username

Password Reset

Please fill out the field(s) below and submit to reset your password

Username

Username

Reset my password

3. Username Recovery by account number and email:

- Provide Account Number and Email
- You will receive an email with your username.

Username Recovery

Please fill out the fields below to recover your username

Account Number

Account Number

(Provided by your management company)

Email

Email

(Linked to this account)

Recover