



# Caliber Portal Registration

(Revised: Feb-18)

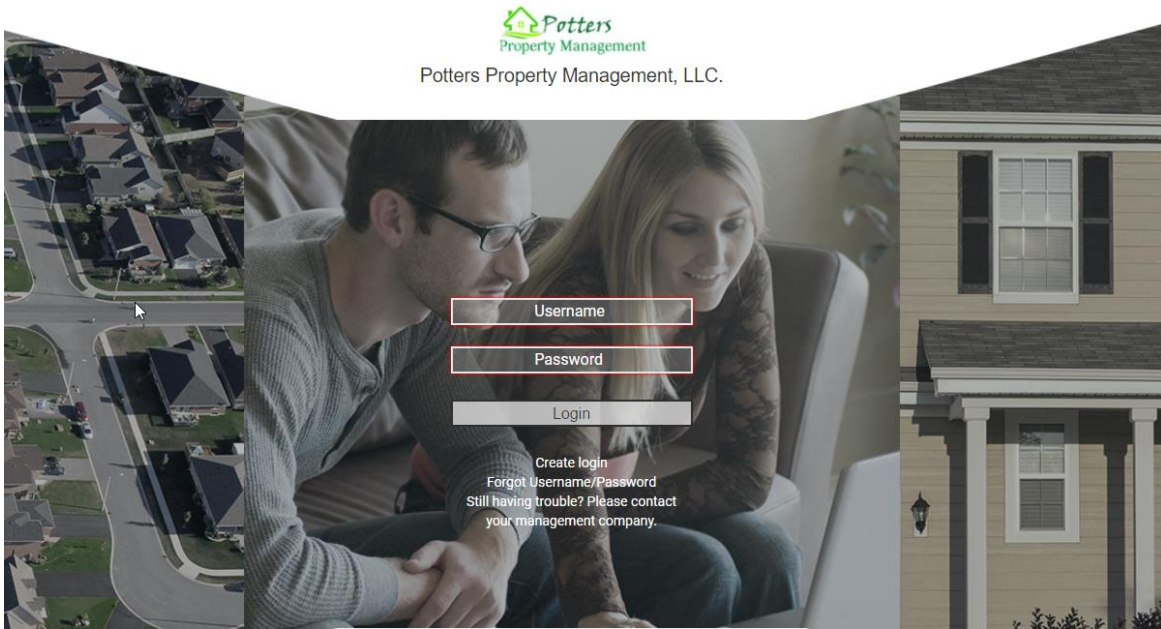
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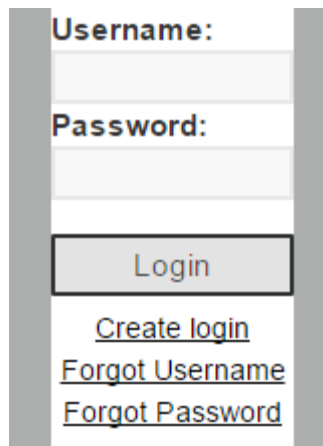


## Create a New Login

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



Or



**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**

The screenshot shows a registration form titled "Registration". At the top, a message box says: "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." Below this, there are two input fields: "Account Number" with the value "100110010" and "Email" with a blurred address followed by "@calibersoftware.com". A "Submit Registration" button is located below the email field.

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**

The screenshot shows the same registration form as above, but with an error message box: "There was an issue locating your account, please enter your unit address below and resubmit." Below the error message, there are three input fields: "Address" with the placeholder text "Address", "Unit" with the placeholder text "Unit #", and a "Submit Registration" button.

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**

**Email**

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

**Address**

**Unit**

**Select Owner** -Select name option- v

-Select name option-

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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:



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.

<b>Username</b>	<input style="width: 90%;" type="text" value="Username"/> <small>(Username must have at least six(6) characters)</small>
<b>Password</b>	<input style="width: 90%;" type="password" value="Password"/> <small>(Password must have at least eight(8) characters, including one(1) uppercase, one(1) lowercase and one(1) number. These special characters: !@#%&amp;+== may also be used.)</small>
<b>Confirm Password</b>	<input style="width: 90%;" type="password" value="Re-enter Password"/>
<input style="width: 20%; margin: 10px auto;" type="button" value="Submit"/>	

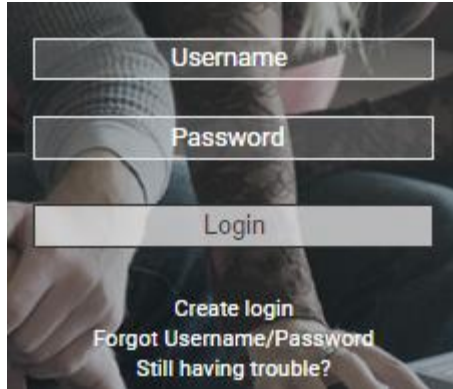
Once you have selected Create Account, you will receive, **“Registration success!”**:

**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**



You have successfully created your new account!

Caliber Test Community Daniel & Leanna Blair Account #1001100101 Logout

Home Profile Accounting Maintenance WebLinks Documents

Primary Account - Owner Ledger

Balance: \$554.00  
Pay Now

Select Your Preferred Owner QuickView

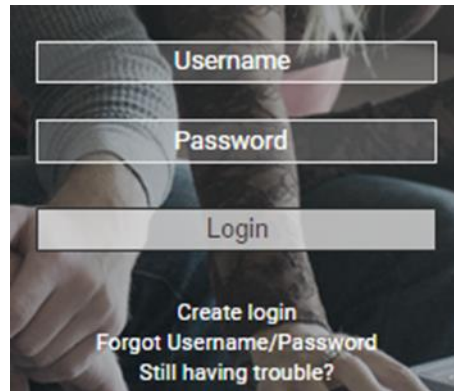
Profile Accounting Maintenance Web Links Documents

Select Your Preferred Owner QuickView

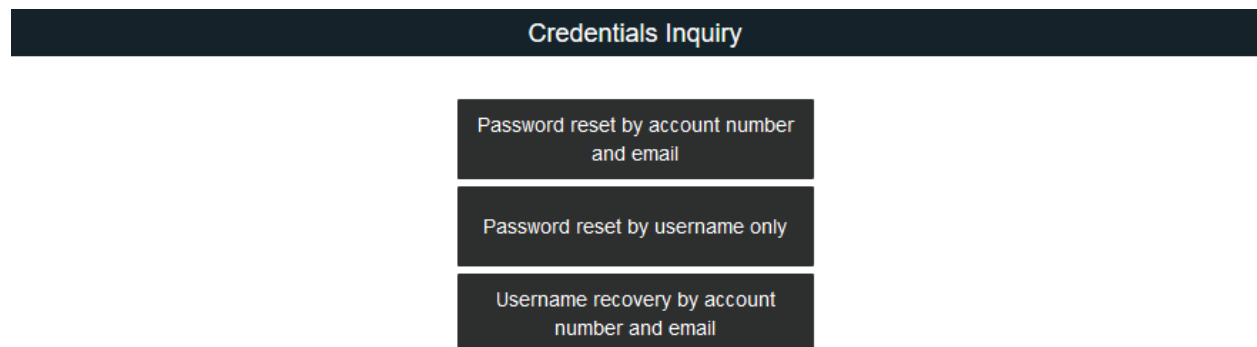
Profile Accounting Maintenance Web Links Documents

## 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

<b>Account Number</b>	<input style="width: 80%;" type="text" value="Account Number"/> <small>(Account number provided by your management company)</small>
<b>Email</b>	<input style="width: 80%;" type="text" value="Email"/> <small>(Email linked to this account)</small>

**2. Password reset by Username only:**

- Provide Username

**Password Reset**

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

<b>Username</b>	<input style="width: 80%;" type="text" value="Username"/>
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**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

<b>Account Number</b>	<input style="width: 80%;" type="text" value="Account Number"/> <small>(Provided by your management company)</small>
<b>Email</b>	<input style="width: 80%;" type="text" value="Email"/> <small>(Linked to this account)</small>