With your browser enter "http://*YOURDOMAINNAME*" for the address and open the site.

1. Once the community's site is open in your browser, you will be required to login. At this time you should login with the following credentials for the **"Administrator":**

   Email address – **'Admin@localhost.com'** and the password **'1234'**

2. Optional: Go to *"Administration/Manager Tools/Add New Member"* and add the community manager.

3. Next, go to *"Administration/Manager Tools/Members"*

   a. Edit the "*System Admin*" user ensuring that *"Everyone"* and *"Administrator"* member roles are chosen in the 'Member Roles' list. If you added a manager, edit the "*Manager*" ensuring that *"Everyone", "Manager"* and *"Board-of-Director"* member roles are chosen. NOTE: You can add other privileges if desired.

   b. At this time the administrator's password should be changed to ensure community security using "*My Activities/My Account/Change Password*".

   c. Note: **DO NOT** change any other settings for the *System Admin* user!

4. Lastly we need to enter your properties and members using any of the following methods.

   a. If you have your community data in an Excel format. Use *"Administration/Administrator Tools/Import Excel Data"* to import the community's properties and members.

   b. Or use *"Administration/Manager Tools/Add New Member"* to manually enter the community's properties and members using the Member Survey Form.

5. Create a letter to mail (snail mail) to your entire membership announcing their new community website.

   i. Include in the letter: the community's domain name: "http://YOURDOMAINNAME". They should login using their email address and their initial password is "password" (all lowercase). They will be required to re-enter their own secure password at that time.

6. If your community has activated accounting, the following procedures will get you started:

   a. Go to *"Administration/Manager Tools/Members"* and give the member of your chose *"Accountant"* privileges. This will enable the *"Administration/Accountant Tools" menu option.*

   b. Use *"Administration/Accountant Tools/Community/Chart of Accounts"* to setup your communities Chart of Accounts.

   c. Next go to *"Administration/Accountant Tools/Banking/Accounts"* to create your bank accounts.

7. Alternately: Contact TALogic to do all this for you. All available services are explained at TALogic.com