

## TOWNSQUARE ACCESS INSTRUCTIONS

Many of you are having difficulty logging on to TownSquare. Below are step by step instructions for logging in. There are two ways to log in. I will give instructions for both.

### **Logging in directly to TownSquare for first time registration.**

The log in address is: [www.villasatlakewoodpark.nabrnetwork.com](http://www.villasatlakewoodpark.nabrnetwork.com). This will bring you to the Home Page. There will be a sliding banner of flowers and other pictures running across the top and immediately below it will say "Welcome to Villas at Lakewood Park". Below the "Welcome" you will see "Latest News". Below latest news, are several news items. Click on "Members Log in to Learn More".

This will bring you to the login page. Click on "Need to Register"

The next page is "New User Registration", click on "I am an owner".

The next page asks for your account number. If you don't know your account number, click SKIP.

From this point on follow the instructions. Once your contact information is entered and you press submit, you will receive an email welcoming you to TownSquare and giving you a temporary password. Log on and change your password and have fun visiting the various sites in TownSquare.

### **Logging in through Inframark website.**

You may also access TownSquare through the SevernTrent website. Go to [www.inframarkims.com](http://www.inframarkims.com), this will bring you to the Inframark homepage. Scroll down and click on **Our Solutions**. The next page will show a dropdown box on the right. Click on TownSquare.

A **New User Registration** page will appear. Enter your zip code

The next page will ask you where you live. Click on Villas at Lakewood Park. Following that, click on **I am an owner**. If you have your account number, enter it at the space provided. If you don't know your account number click **Skip**.

From this point on follow the instructions. Once your contact information is entered and you press submit, you will receive an email welcoming you to TownSquare and giving you a temporary password. Log on and change your password and have fun visiting the various sites in TownSquare. No matter which way you register, once you are registered, access is simple.

Regards,

Barbara Riley

