

Highland Lakes' New Website Login Instructions

The address of the new website is <https://highlandlakeshoa.org>. Entering this address in a browser will take you to the website's **Public Home Page**.

The member login process begins by clicking the **Member Login** button at the top right of the **Public Home Page**. This will take the member to the **Member Login** page shown below:

Member Login

Member Email Address:

Member Password:

LOGIN CANCEL

[First-Time Login Instructions](#)
[Terms of Service](#) [Privacy Policy](#)

[Forgot my Password](#)

First Time Login Steps

To login for the very first time, it is necessary to enter the login credentials that have been assigned to each member (usually a name and number combination) as follows:

1. Enter this login credential into the **Member Email Address** textbox – take care as it is case sensitive and press the **Enter** or **Tab** key
2. If the credential was not spelled correctly, or unknown to the website, the message **Invalid Member Email Address or Login!** will appear and it is not possible to proceed until a valid login credential has been entered
3. Wait until the focus has been set in the **Member Password** textbox
4. Enter this same login credential into the **Member Password** textbox – again, take care as it is case sensitive
5. Click the **Login** button
6. A warning message **You must agree to the website's Terms of Service to proceed!** will appear – click the **OK** button
7. Initial login instructions will be displayed as shown below:

Member Email Address:

Jane123456

Member Password:

●●●●●●●●

As a new user of the Highland Lakes' website, you will need to complete the required information on this form before being approved as a new user of the website.

This involves the following steps:

1. Accept the website's Terms of Service
2. Accept the website's Privacy Policy
3. Establish your website email address (it must be unique and operational)
4. Establish and confirm a new password different from your login
5. Click the Login button

Before being approved for website use, each step shown needs to be successfully completed. The screenshot below indicates the fields that must be entered to proceed:

Member Login

https://highlandlakeshoa.org/member-login/

HOME | T-TIMEZ | FOR SALE | REGISTER | CONTACT US | MEMBER LOGIN

Highland Lakes ON LAKE TARPON | AMENITIES | HIGHLANDER | VISITOR INFORMATION | OUR HISTORY | WHAT'S NEARBY? | POPULAR LINKS

I agree with the [Terms of Service](#)

I agree with the [Privacy Policy](#)

Your Website Email Address:

Your new Website Password:

Enter Password Again:

LOGIN CANCEL

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Two checkboxes and three fields must be entered as part of the initial login process. It is recommended that before clicking the checkboxes, the **Terms of Service** and **Privacy Policy** links beneath the **Login** button be clicked to display the provisions of these documents. X-out at the top right of the document to return to the Member Login page. Each step must be completed successfully as failure of any step will cause the login to fail until corrected with the error messages shown below:

- Failure to check the **Terms of Service** box will fail with the message: ***You must agree to the website's Terms of Service to proceed!***
- Failure to check the **Privacy Policy** box will fail with the message: ***You must agree to the website's Privacy Policy to proceed!***
- Failure to provide a new properly formed **email address** will fail with the message: ***You must provide a valid Email Address to proceed!***
- Your **email address** will be verified as operational – if not, it will fail with the message: ***You must provide a valid Email Address to proceed – can not verify!***
- Failure to provide a **unique email address** will fail with the message: ***Member Email Address Invalid - already in use by another Member!***
- Failure to provide a new **password** will fail with the message: ***You must provide a new password to proceed - different than your login!***
- Failure to enter the same password twice (avoids inadvertent password typos) will fail with the message: ***Your passwords must match - please re-enter!***

Newly entered passwords are checked to determine whether they are Strong or Weak. Strong passwords will have at least 8 characters, use at least one upper-case character, one lower-case character and one digit. Assuming a weak password is desired, the completed form will appear as follows:

I agree with the [Terms of Service](#)

I agree with the [Privacy Policy](#)

Your Website Email Address:

Jane123456

Your new Website Password:

jane

Enter Password Again:

jane

A Strong password should be at least 8 characters long. To make it stronger, use upper and lower case letters, numbers, and optionally symbols like ! " ? \$ % ^ &).

Otherwise, you must agree to use of a Weak password.

Confirm use of a Weak password

[LOGIN](#) [CANCEL](#)

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Final checks are made of the password entered on the form. Failed password checks will cause the login to fail until corrected with the error messages shown below:

- Failure to provide a Strong password (requires 8 or more characters, upper and lower case characters, and at least 1 digit), requires confirmation of the desire to use a Weak password with the message: ***Your password is not Strong – please Confirm use of a Weak password!***
- Failure to provide a Strong password, or failure to elect use of a Weak password, will fail with the message: ***You must confirm use of a Weak Password to proceed!***

Clicking the **Login** button at this point will complete the initial login process. Assuming all has gone well, the member will be redirected to the member's **My Profile** page for further personal settings (Address Book sharing settings and Email Subscription elections).

Regular Login Steps

The **initial** member login process established new credentials for each member consisting of a valid **email address** and personal **password**. These new credentials must be used thereafter to login to the new website. Checks are made to validate these login credentials as indicated below:

- An attempt to login with something other than the assigned member's **email address** will fail with the message: ***Invalid Member Email Address or Login!***
- Any attempt to use the originally assigned login will fail with the message: ***You must use your official Member Email Address to login!***
- After clicking the **Login** button, invalid passwords are caught as expected with the message: ***Member Password Invalid!***

Successful use of a valid email address and password will redirect the member to the **Private Home Page** upon clicking the **Login** button.

Resident Services - Help

If you have difficulty logging into the new website for the first time, Resident Services can be contacted for assistance.

Resident Services can also provide you with your personal **one-time login credentials** if you have misplaced them.