

myHOAst® User's Guide

February 1, 2021

Attachment to the Announcement Letter

- Go to *****.myhoast.com (do not enter “www”)

Click [Here](#) if you don't know your username and/or password.

- Verify “Our Community Name” shown above is your actual community name. If it is not, verify you entered the web address correctly and “www” does not display on the URL line.
- Select the “Here” button (see red arrow above).
- Fill out the form (see form on next page) and select “Submit.”
- If the information you entered matches the information in myHOAst, you will get this message:

Your username and new password have been emailed to you

- If the information you entered does not match the information in myHOAst, you will get this message:

The information entered in the first three fields below does not match the data in myHOAst. Either re-enter this data or select the Contact Admin button below

- Either try again with different information entered (e.g., try Robert and try Bob), or just select “I Need More Help.”
- You will then receive this message:

Your request has been sent

- You will receive your credentials once the Subscriber approves your request.