

MyEnvera.com Quick Start Guide

1. Go to www.myenvera.com.
 - a. Type in Username and Password.
 - b. To edit profile, click **My Info**.

The screenshot shows the 'My Info' page in the Envera Community Portal. The header includes the MyEnvera logo, the text 'Envera Community Portal', and a 'Sign Out' button with the text 'Welcome: newResident'. A left sidebar contains navigation links: 'My Info' (highlighted), 'Visitors', 'FAQ', 'Help', and 'Contact'. The main content area is titled 'Resident Information' and contains the following fields:

- First Name: New
- Middle Name:
- Last Name: Resident
- Date of Birth:
- Move In Date:
- Move Out Date:
- Email: new.resident@gmail.com
- PIN: 1234

Below these fields are 'Edit' and 'Save' buttons. Further down, there are two tables:

Phone Number	Extension	Phone Type
813-732-9965		PRIMARY

Tag Number	Color	Make	Model	Year
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2. Verify all of your information. If incorrect, please update.
 - a. You can reset your password (PIN) here if needed.
 - b. Click **Save** to update any information.

This screenshot shows the 'My Info' page with the 'PIN' field updated to 1235. The 'Phone Numbers' table now has an 'Add' button below it. The 'Vehicles' table also has an 'Add' button. A new 'Family Members' section is visible at the bottom with the following table:

Last Name	Middle Name	First Name	Type
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3. To manage your visitor list, click on **Visitors**.
 - a. Click **Add** to enter Visitor Information & click **Save**.

Visitors

Filter:

First Name	Last Name	Gender	Type	Created	Expires
Maria	Stewartt	FEMALE	PERMANENT	10/15/12	10/15/12
New	Visitor	FEMALE	TEMPORARY	10/15/12	11/9/12

Visitor Details

First Name:

Last Name:

Type:

Gender:

Expires:

Deny

Vehicles

Tag Number	Color	Make	Model	Year

Scheduling Visitors with Envera: 3 easy ways

1. www.myenvera.com
2. Live Guard (24 hours a day—7 days per week): **(877) 936-8372, option 2**
3. Envera's Automated Voicemail system: **(877) 936-8378**
 - Leave a message including:
 - Community Name
 - Resident Name
 - Resident PIN (password)
 - Visitor Name and length of registration

Need Help?

Email Help@enverasystems.com or call **(877) 936-8372, option 2**