

FOOTHILLS CLUB WEST WEBSITE HOW-TO

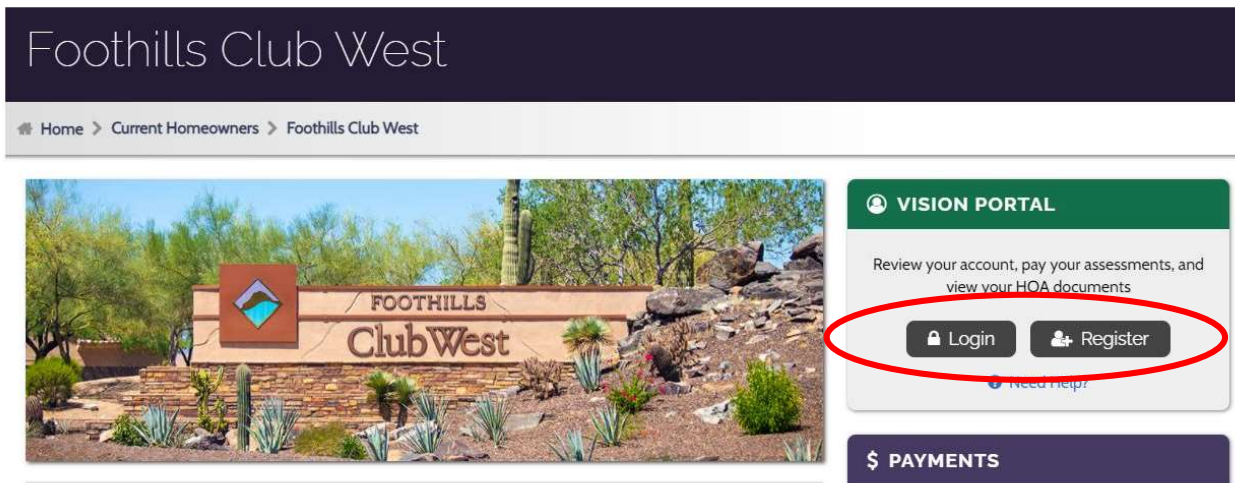
www.wearevision.com/FCW

This how-to guide will help you:

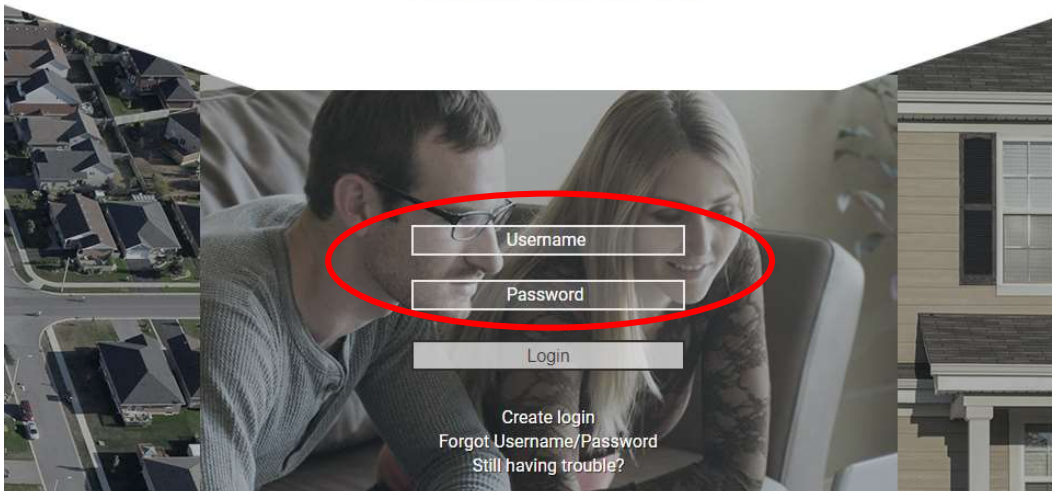
- Locate HOA documents such as meeting agendas and minutes, newsletters, financial documents, governing documents, and more.
- Opt-in to receive community email notifications for important community information, social events, and the quarterly newsletter.

If you have never logged into the new Vision website for Foothills Club West, you may need to create an account.

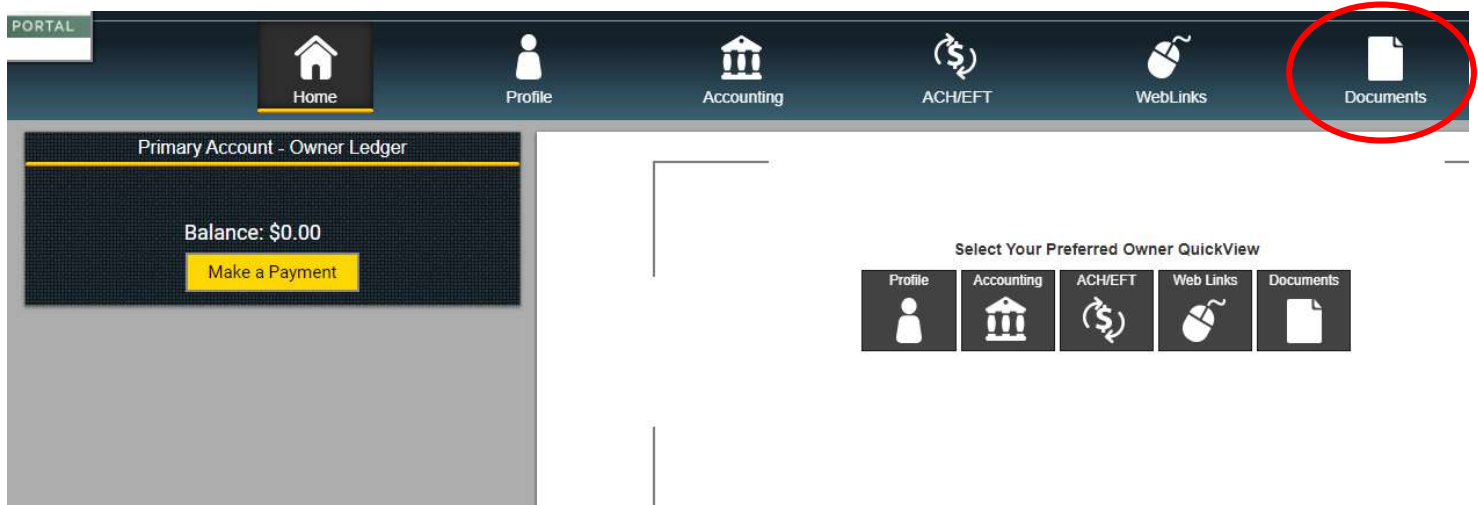
First, click **“Login”** if you have already created an account, or **“Register”** if you have never logged into Vision’s website.



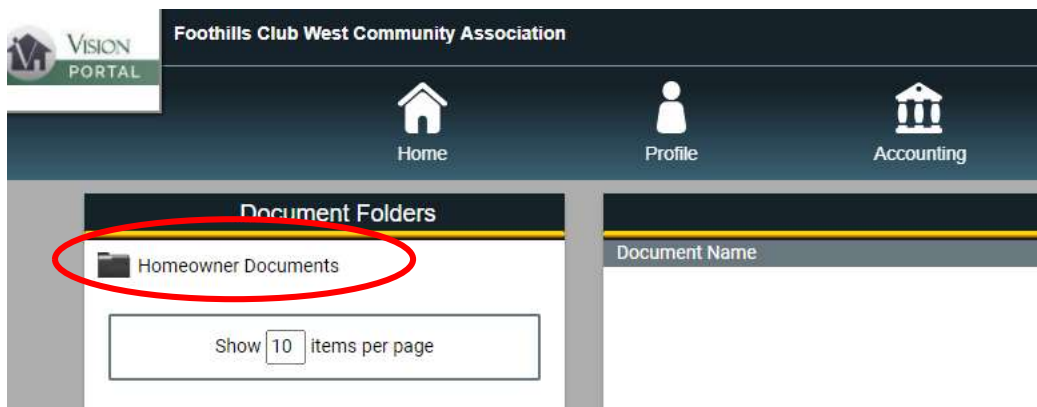
Once registered, enter your login information here:



To locate **HOA documents** such as the newsletters or open meeting agendas and minutes, click on “Documents”.



Next, click “Homeowner Documents”

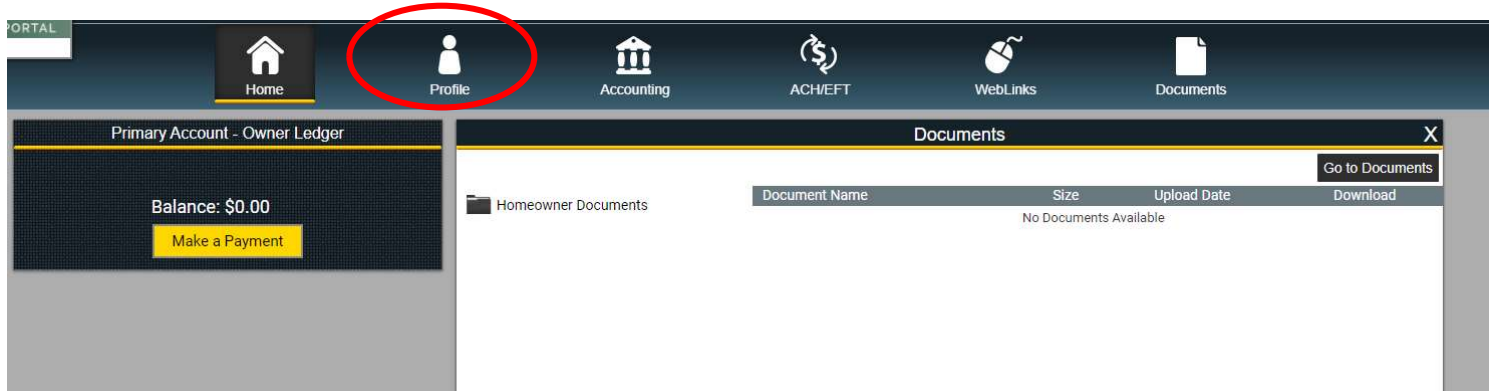


Next, click on a folder for the document you would like to view. For example, click “Newsletters”. Then check the panel on the right which will show the available documents. Click the “pdf” button to download the file.

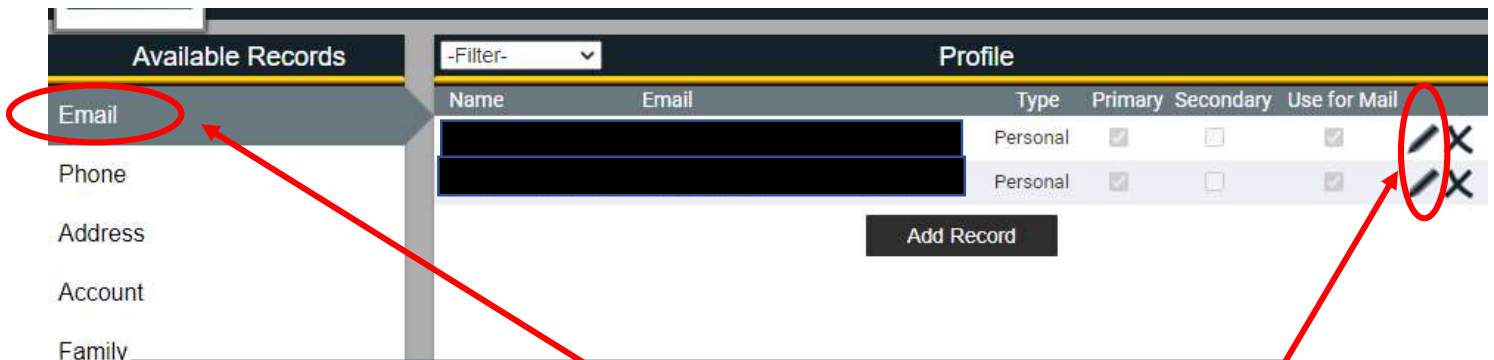


To opt-in to community email notifications

Click on "Profile"



Next, click "Email" and the menu will pop-up in the panel on the right.



Select "Email" in the menu on the left
If you see your email address in the profile, but don't receive emails, click the pencil to edit.
Then click "use for Mail" to opt-in to receiving emails.
Click "Add Record" if you need to add an email address.

