FRONTSTEPS

Built for Connected Communities

Adding a New Resident User
Admin Guide

How to add a resident user to a property in the Community Directory and find their Registration Code.

AUDIENCE

Community Administrators and Attendant Supervisors

TOPICS

Community Directory, Resident Users, Registration Codes

DOCUMENT TYPE

Support Guide

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1 About This Guide

Community Administrators and Attendant Supervisors can manage users in the **Community Directory**. They are responsible for adding resident users to properties in the directory. This guide shows how to add a new resident user and where to find the Registration Code that is generated for them.

Who Can Add a Resident User

Community Administrator	Can add resident users to properties in the Community Directory.
Attendant Supervisor	Can add resident users to properties in the Community Directory.

Before You Start

- [ ] You can log into **community.dwellinglive.com** as a Community Administrator or Attendant Supervisor
- [ ] You know which property the new user belongs to
- [ ] You have the new user's **First Name**, **Last Name**, and **Email** (if available)
- [ ] If you are entering an email address, you have a **temporary password** ready

> **i Email and Temporary Password**
>
> If an email address is entered when the user is created, a **temporary password is required**. If no email address is available yet, the email field can be left blank.

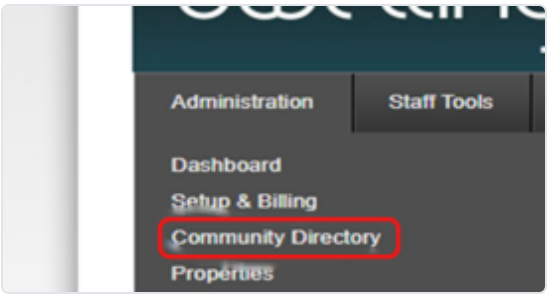
2 Adding a New Resident User

1 Log into dwellingLIVE

Go to **community.dwellinglive.com** and log in as a Community Administrator or Attendant Supervisor.

2 Open the Community Directory

From the **Administration** drop-down menu, select **Community Directory**.



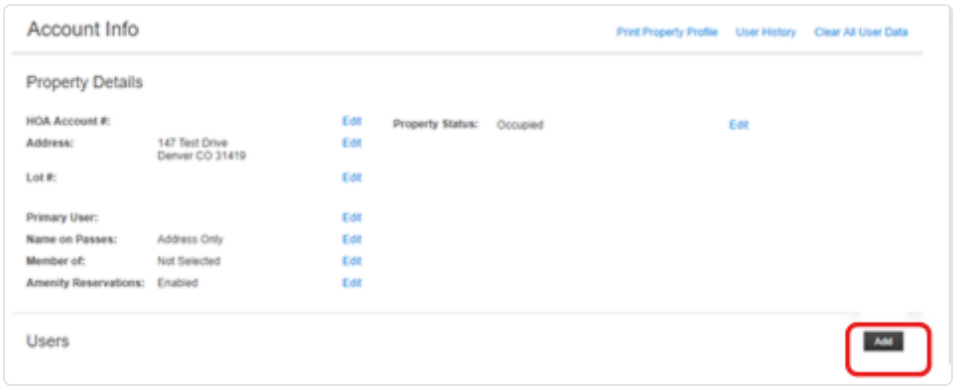
Administration menu with Community Directory highlighted

3 Find the property

Search for the property to add the new user to, then select **View**.

4 Add a user

Scroll down to **Users**, then select **Add**.



Users section on the property page with the Add button highlighted

5 Enter the user's information

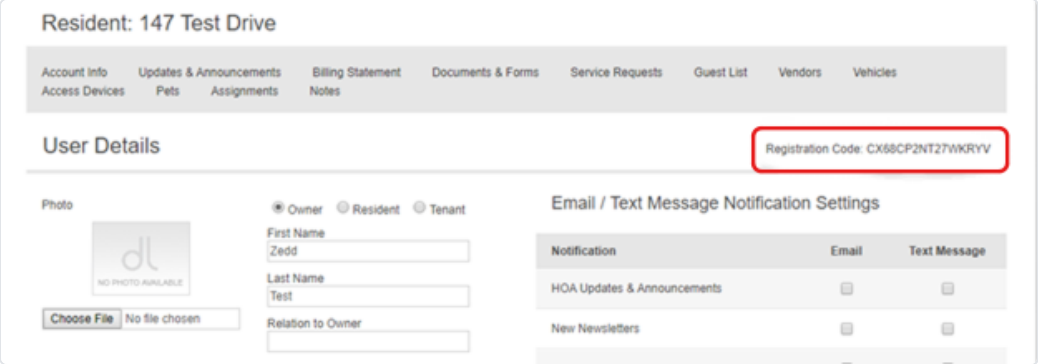
Fill out the **First Name**, **Last Name**, and **Email** fields. If an email address is entered, a temporary password is required. If no email address is available, the email field can remain blank.

6 Save

Select **Save** or **Save & Send Welcome Email** at the bottom of the page. **Save & Send Welcome Email** sends the user an email containing the dwellingLIVE login link and their temporary credentials.

3 Finding the Registration Code

Each new user account generates a **Registration Code** after it is saved. You can share this code with residents outside of dwellingLIVE. Registration Codes are located in the user details, above the email and text message notification settings.



User Details page with the Registration Code highlighted

4 Quick Reference Checklist

- [ ] Log into community.dwellinglive.com as a Community Administrator or Attendant Supervisor
- [ ] Administration > **Community Directory**
- [ ] Search for the property, then select **View**
- [ ] Scroll to **Users** and select **Add**
- [ ] Enter **First Name**, **Last Name**, and **Email** (temporary password required if an email is entered)
- [ ] Select **Save** or **Save & Send Welcome Email**
- [ ] Find the **Registration Code** in the user details to share with the resident if needed

This guide is intended for Community Administrators and Attendant Supervisors using dwellingLIVE. For additional assistance, contact FRONTSTEPS Support or visit **frontsteps.com**.