

# Have you logged into TownSq? Getting Started

- Login:

- From the TownSq website, [www.townsq.io](http://www.townsq.io)
- From My Account on [www.associachicagoland.com](http://www.associachicagoland.com)
- Or, using the TownSq app – search “TownSq” in the Google Play Store or iPhone App Store

- Register:

- Look for the email from [noreply@mytownsq.com](mailto:noreply@mytownsq.com)
- Click the link to set your password
- **No registration email?** Contact 844.281.1728 or [support@townsq.io](mailto:support@townsq.io)

TN Associa Chicagoland <[noreply@mytownsq.com](mailto:noreply@mytownsq.com)>  
○ Your community is on TownSq! Here's what to expect.

To view this email as a web page, go [here](#).



## Introducing TownSq!

Associa Chicagoland is excited to announce the launch of TownSq—a new all-in-one mobile app designed to help you connect, collaborate and stay up-to-date with your association—any time on any device.

### How to Get Started

Your account is already set up and ready to use, and you'll start receiving messages and announcements from your board members and management team right away. [Click here](#) to set your password and join your neighbors today.

Now that you're logged in, you're ready to:

CONNECT • COLLABORATE • STAY UP-TO-DATE



# Home Screen

The screenshot displays the townSq Home Screen interface. At the top left is a navigation menu with icons for Home, Residents, Groups, News & Events, Requests, Messages, Forum, Polls, Package control, Access Control, Documents, Website, Assignments, Units, Reports, and Settings. The top right shows the user profile for Lea Marcou (The King's Master-Demo). The main content area is titled "My Community" and is divided into three sections: COMMUNICATION, OPERATIONS, and ADMINISTRATION. The COMMUNICATION section includes "DOCUMENTS" (with a new document added) and "NEWS & EVENTS" (with a new event added). The OPERATIONS section includes "Accounts" (with an address and current balance of \$-11.66). The ADMINISTRATION section includes "NEWS & EVENTS" (with a new announcement). A search bar at the top right is labeled "Search/Shortcut Bar". A central "Inbox" section is labeled "Your Pending Communications" and lists items like "New event awaiting approval" and "New duplicate request". A callout box labeled "Account Overview" points to the "Accounts" section. A callout box labeled "Announcements, Events, or Documents posted by CAM or Board" points to the "NEWS & EVENTS" section in the ADMINISTRATION area. A callout box labeled "Features Tabs" points to the left navigation menu.

# Manage Your Account

- Review your account balance
- Make a one-time payment or schedule recurring payments:
  1. Click **accounts**
  2. Select an **account**, or click **add account** to link another assessment account.
  3. Review transactions
  4. Click **make a payment**
  5. Add your preferred payment method (Credit Card or ACH) to our secure environment
  6. Pay online instantly with a one-time payment or set up recurring payments with auto pay

The screenshot displays the townSq user interface. At the top right, the user's name 'Lea Marcol' and a profile icon are shown with a red circle '1' next to the name. Below this, the address 'Address 1244 MAIN STREET' and a balance of '-11.66' are visible. A navigation menu on the left includes 'Home', 'Residents', 'Groups', 'News & Events', 'Requests', 'Messages', 'Forum', 'Polls', 'Documents', 'Assignments', and 'Units'. The 'Accounts' section shows a card for 'Address 1244 MAIN STREET' with a balance of '-11.66' and an 'Add account' button, marked with a red circle '2'. Below this, there are sections for 'Recurring Charges' and 'Monthly Charges'. A 'Make a payment' button is highlighted with a red circle '4'. Two 'Make a payment' modal windows are shown. The first modal, marked with a red circle '5', shows the 'Pay with:' section with options for Mastercard, American Express, and ACH account. The second modal, marked with a red circle '6', shows the payment details for a Visa card, including the payment amount of \$150.00 and a convenience fee of \$8.20, resulting in a total of \$158.20. A confirmation checkbox is at the bottom of the second modal.

Please feel free to ask questions and/or provide feedback! Contact 844.281.1728 or email [support@townsq.io](mailto:support@townsq.io). You can also contact our local branch at 847-490-3833 or [helpmechicagoland@associa.us](mailto:helpmechicagoland@associa.us).

# Connect • Collaborate • Stay Up-to-Date

- Receive real-time updates on important community news and events
- Easily connect with neighbors in the forum
- Participate in community polls and view real-time results
- Make a request to contact your management team and review the status of open requests
- Authorize guests
- Reserve amenities
- Manage your accounts & pay online
- Access association documents
- Edit profiles & manage notification settings

