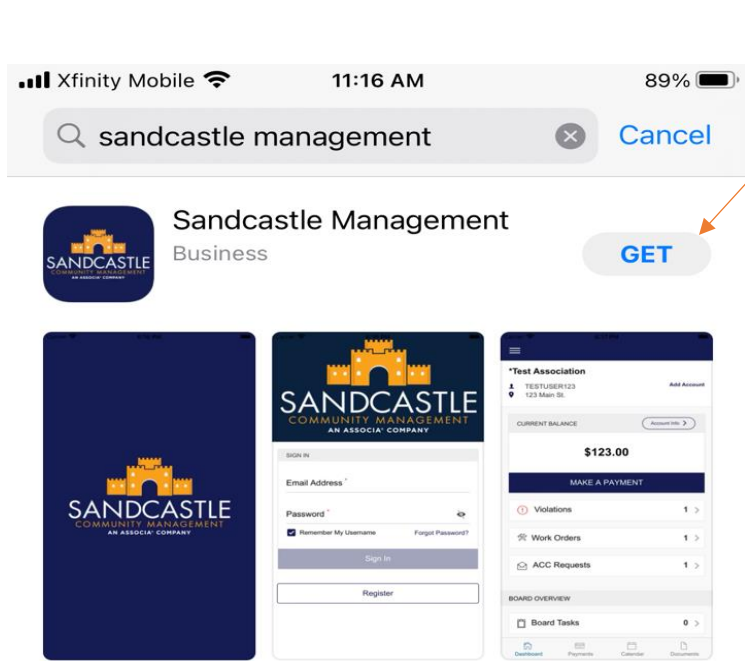# Homeowner Guide to the Sandcastle App

We are very excited to introduce the Sandcastle Homeowner App for smartphones! Please know that this is a free app and those of you already using the computer version (community website), you will NOT have to register to use this app, your creditials to access the community website via your computer are the same creditials to use in the app. Those not already registered with the computer version/community website, will have to register to use app.

To obtain the app, you must go to your app store on your smart phone. Enter in "Sandcastle Management" and the following will appear. Press "Get" to download app.

If you are already using the community website via your computer, just enter your email and password here, if not, click the "Register" button.

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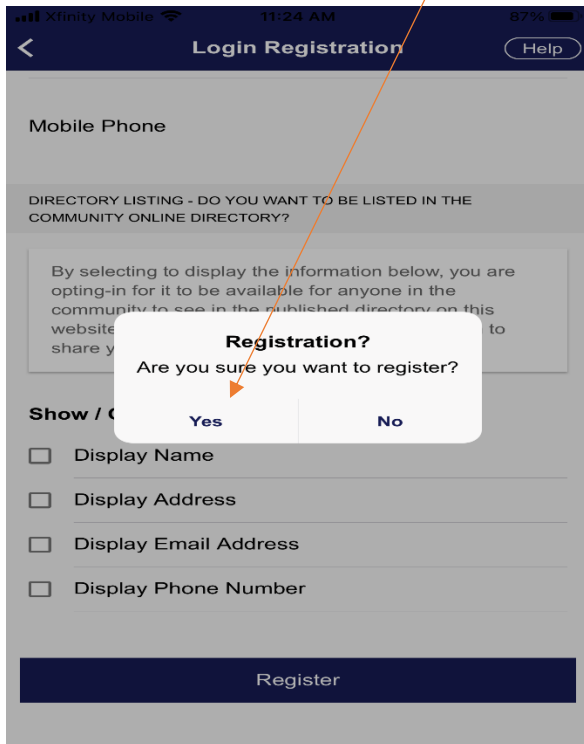For those needing to register, please make sure to complete all sections that have the red asterisks. *
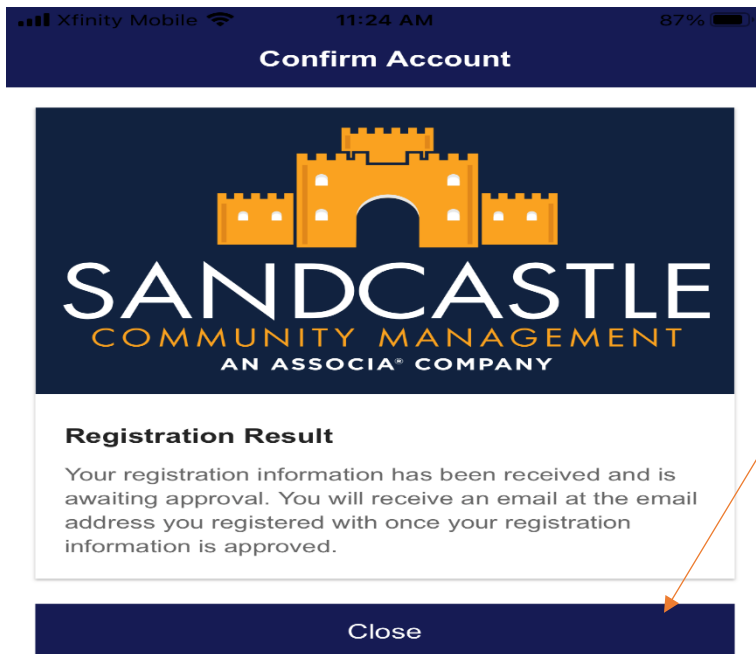

**Please take note that for the State, enter first letter of the state (F for Florida) and then click on the auto populate option, if you type it in yourself, it will not allow you to "register" **

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Once you have completed entering the registration information, the system will ask "Are you sure you want to register?" Just press "Yes."
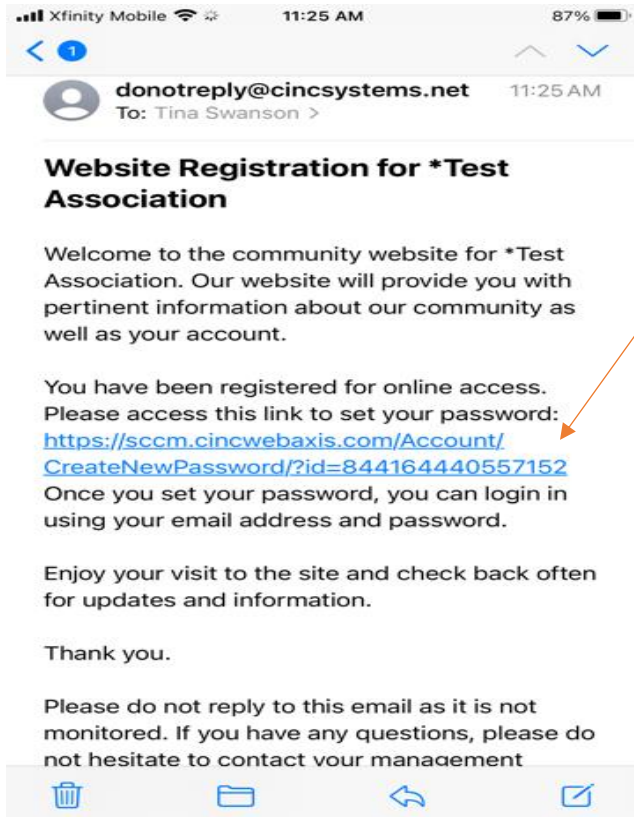

Once you have clicked "yes" you will see a confirmation page like this, just press "close"
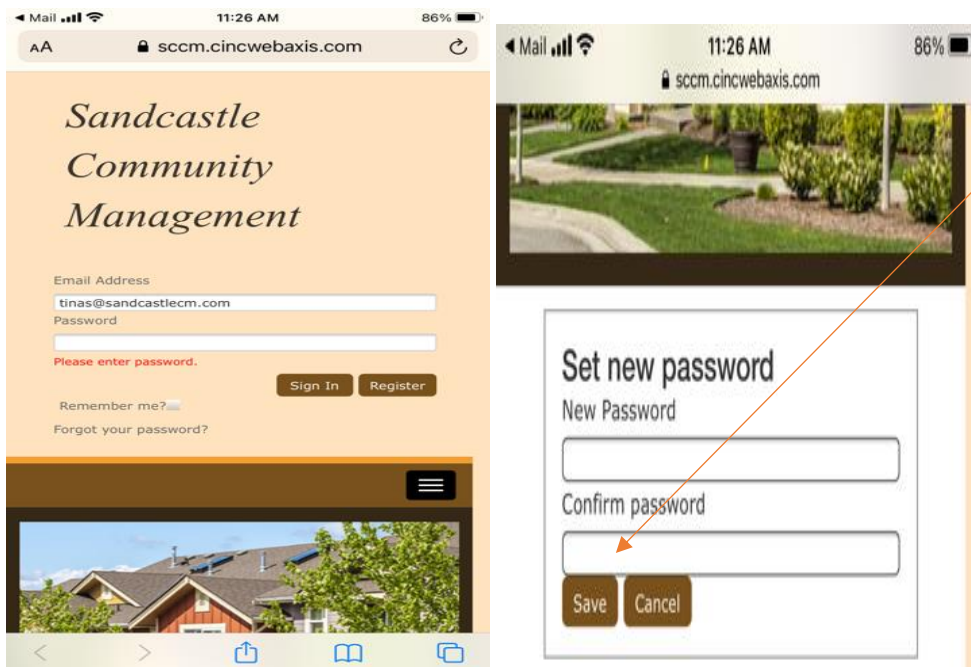
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After you press "close" you will await approval to gain access. Following approval, you will get an email thereafter and you will have to click the link within the email to continue.
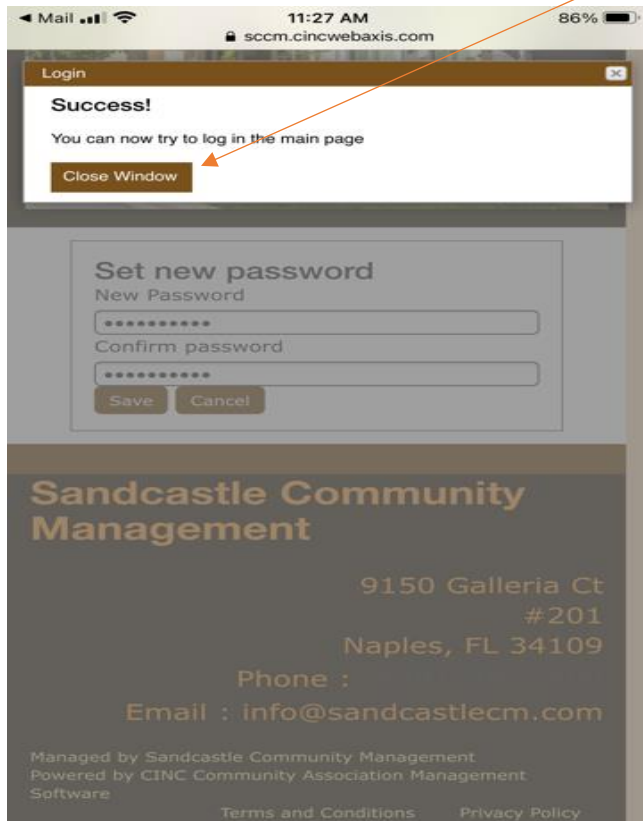

The above mentioned link will bring you to this page, make sure to scroll down until you see "Set New Password." Don't forget to press "Save" after you have your new password entered in both areas.
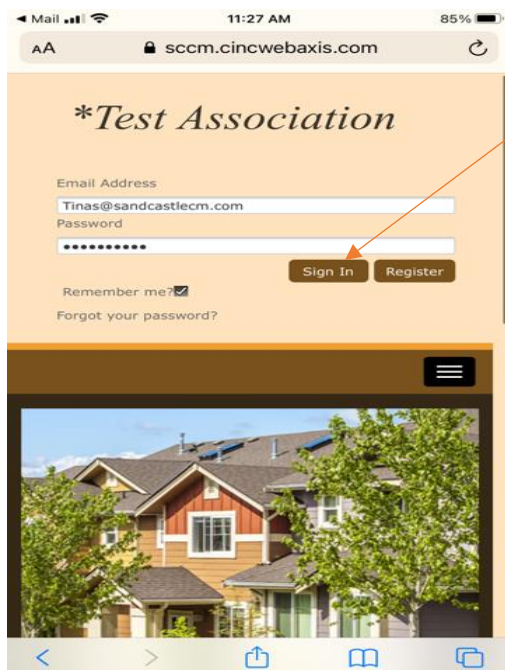
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Once you have completed entering your password and saving it, you will see a login in success page like this. Go ahead and click on the "Close Window" tab.
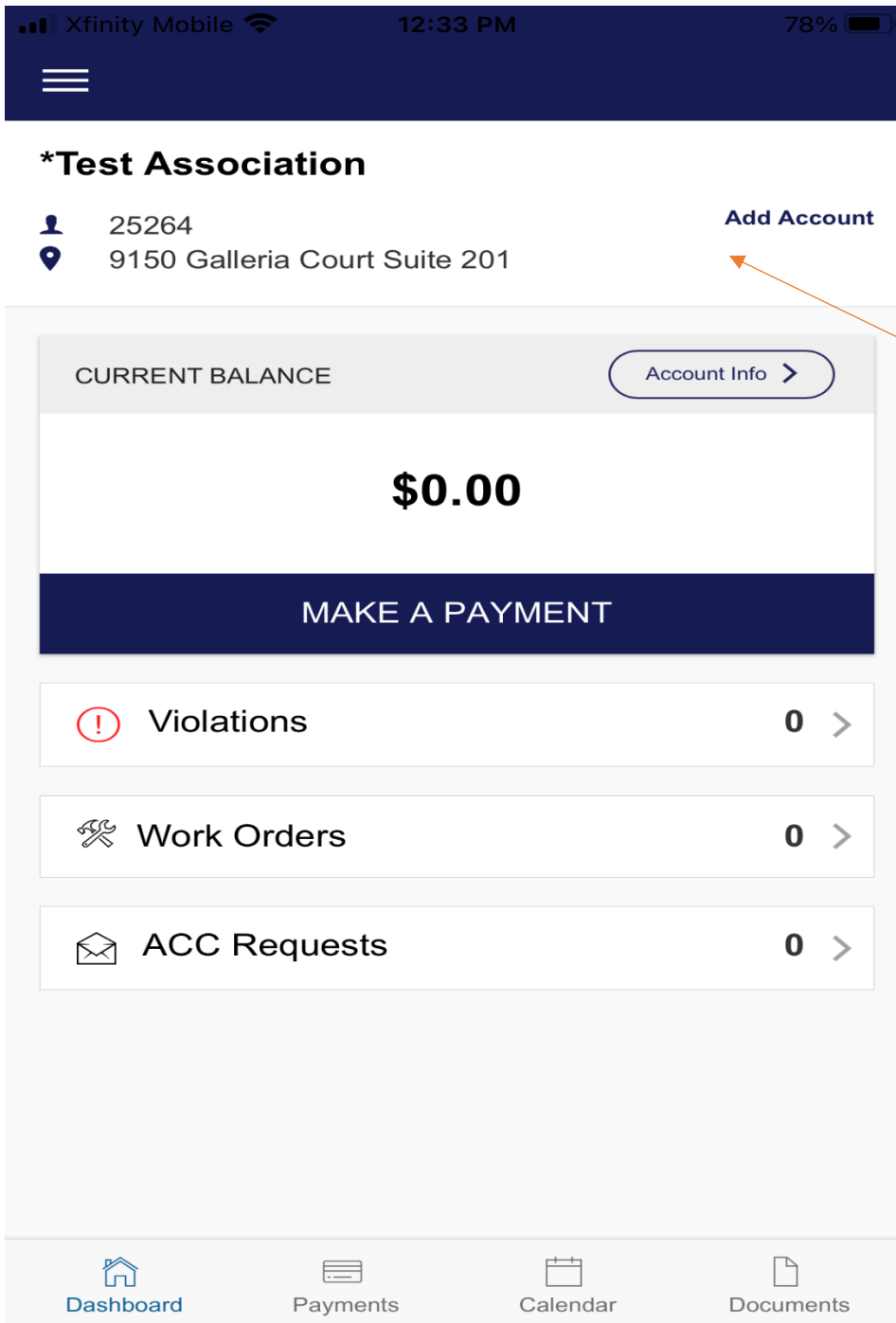

Now you are all set and ready to use the app! This is the front page of what you will see each time you use the app, just enter your credentials and press "sign in."

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Once you are signed in you will see the following **page and** information for your specific property.
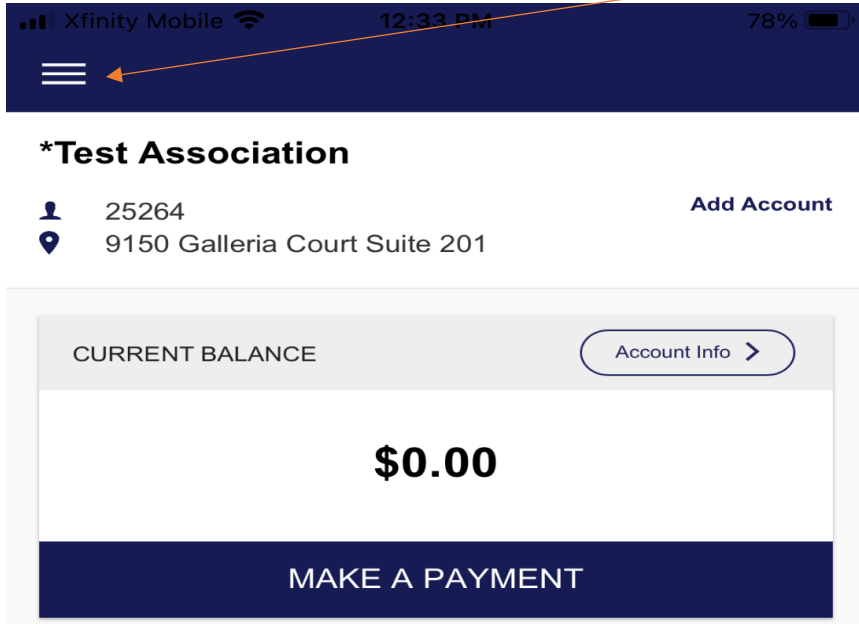
Here is where you find the name of your community, your account number and address. You can also add more accounts (having more than 1 home)

Here is what you currently owe along with any violations, work orders or Architectural Requests. Just click on the arrows and it will open that specific tab.

You can also click any of these tabs to bring you to that specific page.

Screenshot content:

📶 Xfinity Mobile 🛜   12:33 PM   78% 🔋

☰

*Test Association

👤 25264
📍 9150 Galleria Court Suite 201

Add Account

CURRENT BALANCE   Account Info >

$0.00

MAKE A PAYMENT

⊘ Violations   0 >

⚒ Work Orders   0 >

✉ ACC Requests   0 >

🏠 **Dashboard**   💳 Payments   📅 Calendar   📄 Documents

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Also, please take note that at the top of the same page you will see 3 vertical lines, if you click this, it will open up all sections of the app and you can pick and choose where to go.

Once you click the 3 vertical lines at the top of the page, a menu will appear, giving you all options to browse and utilize.

I hope this guide helps you navigate the app and all the benefits that come along with having your information right at your fingertips. Happy Navigating everyone!