

Dear Fellow Lake Barcroft Residents:

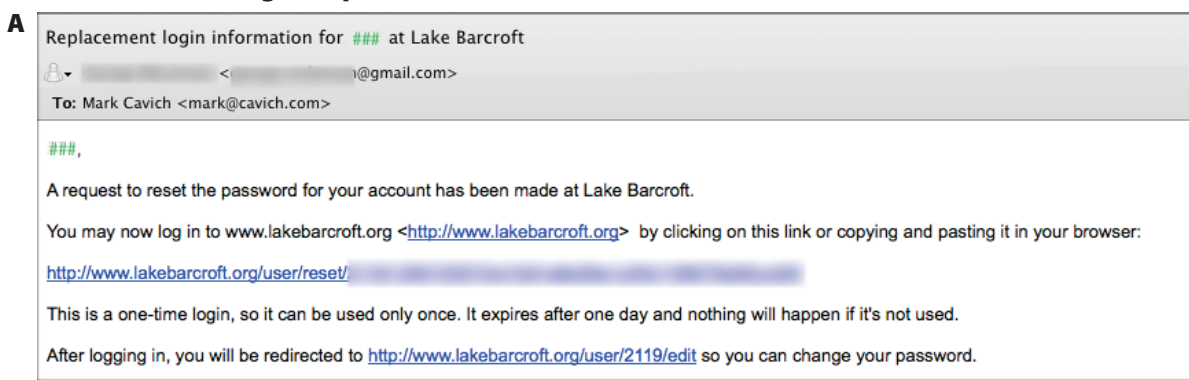
Please join me in welcoming some exciting advancements to the [lakebarcroft.org](http://lakebarcroft.org) site. What this means for you, the user, is a way to pay your dues online, and manage your own user data for the community wide database. The processes are rather intuitive.

Not to get too technical, but if you've been on the site lately, you will notice very little change in the overall design. What is of interest, is the new Content Management System (CMS), atop which the site runs. Our new CMS allows for easier updates to our site's content, creation of new pages, database management, user management, and on-line bill payments using Paypal. In the near future we will welcome an enhanced contractor list, and also limited advertising blocks at the bottom of certain pages. Currently the site management, user information, online bill pay, and directory are the only items requiring user login. In the future, the contractor list will also be accessible with your user login.

When you look at the home page, draw your attention to the bottom navigation within the blue bar. At right, you will see "user login." Click the link and sign up for your new login! Each household will have one user login. The user name is your lot number. When choosing a password please use at least 8 characters with a combination of #s, letters, uppercase/lower, as well as punctuation/other characters<sup>1</sup>.

1. Go to: <http://lakebarcroft.org/user>
2. Click "request a new password" and enter the email address (needs to match the one in directory). You will be sent an email with a temporary login where you can change your password. If you do not know the email address or require support, please email [mark@cavich.com](mailto:mark@cavich.com) and I will be more than happy to assist. **(screenshot A)**
3. If you had an email address in the directory, a match up of your property information will show on your user page. **(screenshots B and C)**
4. You can renew your membership/pay dues by clicking on the link in the left sidebar and filling out the form. (Please note, it requires a Paypal account.) You will receive an email from Paypal notifying you of your payment and status. **(screenshot D)**

### Screenshots of the login steps cited above:



1. Minimum Password Complexity Standards  
 The password SHOULD:  
 Contain eight characters or more  
 Contain characters from two of the following three character classes:  
 Alphabetic (e.g., a-z, A-Z)  
 Numeric (i.e. 0-9)  
 Punctuation and other characters (e.g., !@#\$%^&\*()\_+|~-=\`{}[]:;';<>?,./)

