

Property Owner User Guide for the New Web Site

Top of Landing Page



Menu at bottom of Landing Page



Logging in & Changing your password

In order to log into the system, the first time, you will enter your user name, which is your **first name (space) last name**. You will be required to change your password. A link will be sent to your email, where you will change your password. **Note: Check your Junk Mail in your email. Often times the link ends up there.**

Each user will need to have their own email address if you want each family member to have their profile and unique access to the site.

NOTE: Until you have logged in and completed your profile, including your email address, people will not be able to do a property search by your name.

Basic Navigation

On the top of the landing page and the bottom of the page, there are number of menu items, that when selected (clicked on) will expose additional options.

The Property Owner page is accessed by clicking on the User Login (top right of main page) tile which brings you to a Login screen where you will enter your user name and password. Then select “User Menu” to bring you to the screen where you can access the Property Owners Dashboard.

Clicking on Santa Fe Trail Ranch at the top left of the page will bring you back to the main landing page.

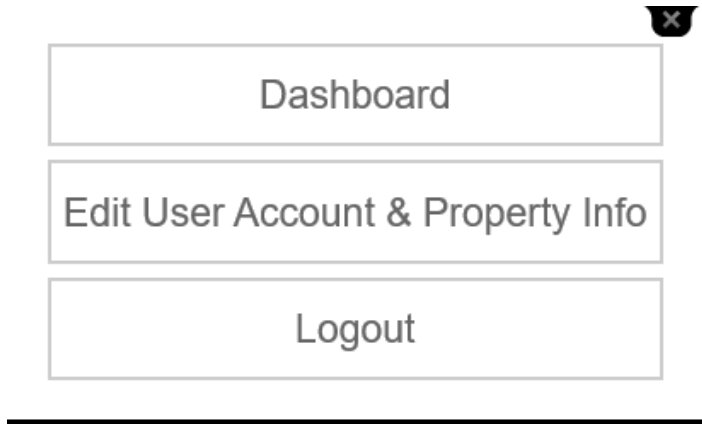
Available Property Owner Functions

View Member Dashboard
View Alerts
View Articles

View Area Page
View Contact Page
View Notifications

- View About Page
- View Points of Contact
- View Ranch History Page
- View Wildfire Protection Page
- View Wildlife Page
- View Community Information Page
- View Board Information Page
- View Community Groups Page
- Nominate & View nominations for Board

- View Governance Page
- View Legal Disclosure Page
- View Financial Reports (Nancy's Decision?)
- View Meeting Minutes
- View New Property Owners Page
- View/Search Property Owners
- Edit OWN Property Owner
- Request Account



Dashboard

STAY UP-TO-DATE

PROPERTY SEARCH

DELINQUENT ACCOUNTS

NOTIFICATIONS

GENERAL INFORMATION

OFFICERS / MEETINGS

GROUPS

WELCOME INFO

CONTACT US

ARTICLES

METRO INFO

DOCUMENTATION

PREPAREDNESS

FINANCIAL REPORTS

GOVERNANCE

LEGAL DISCLOSURE

MEETING MINUTES

FIREWISE INFO

ANNUAL BOARD ELECTIONS

[VIEW NOMINEES](#)

ADMINISTRATOR?
CREATE & MANAGE CONTENT HERE

[CONTENT DASHBOARD](#)

ALERTS!

FIRE DANGER: HIGH

Fire information sites per Pat Youngquist:
East Fork Fire Update: ...

FIRE BAN: IN EFFECT

In addition to the on-going ban of open fires on SFTR, Las Animas County has issued a Stage 1 fire ban, banning all open fires. There are...

ROAD CLOSED: DELAYS AT EXIT 6 BRIDGE

There are no current road closures on SFTR, but CDOT contractors are working on the I-25 Exit 6 bridge and traffic may...

WATER ALERT: IMPORTANT NOTICE

See the SFTR Metro website ([jlvvela.com](#)) for an important notice about new regulations...

NOTIFICATIONS

RE: POA WOOD CHIPPER

July 15, 2020:

To all property Owners:
You may or may not know the SFTR POA owns a wood chipper that is generally available for...

[READ MORE](#)

PUTTING OUR COMMUNITY AT RISK

August 27, 2020:

Recently there has been a number of incidents involving "off the road vehicles". Typically the violators (but not...

[READ MORE](#)

SNAKE AWARENESS

August 14, 2020:

Many of us live from parts of the county where we didn't encounter snakes that pose a threat. As there have been...

[READ MORE](#)

[VIEW ALL NOTIFICATIONS](#)

Note: When looking up a lot number / Property Owner instance, the property number, if a single digit, must be preceded by a zero. For instance if B1 it should be entered as B01. This facilitates sorting.

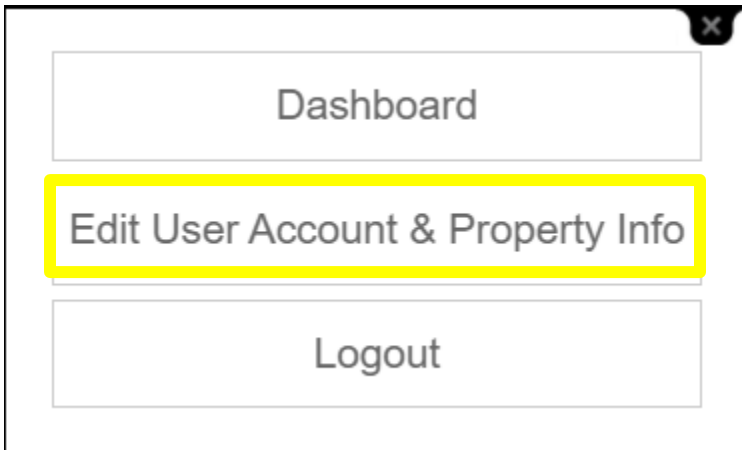
Making email address available for Property Owners to Look up

In order to make your email address available to other property owners, you must uncheck the “Hold in Confidence” check box in your profile. This must be done by you to expose your email address to other property owners.



Step 1:

Select: User Menu



Step 2: Select “Edit User Account & Property Info”



Step 3: Select “Edit”



Edit



Home » User » Blake Johnson » Blake Johnson

Property Owner Profile Email

bejmn10@hotmail.com

This "Property Owner Profile Email" is intended for use as the preferred contact email related to the property at Santa Fe Trail Ranch, it's made available to all owners within the Property Owner Search system unless you check the "Hold in Confidence" checkbox below. If held in confidence, the email will only be viewable to the billing department and site administrators. The User Account "email address" below this one is used for login purposes and site notifications.

Hold Email in Confidence

Check the box to hold your email in confidence

Step 4: Uncheck the "Hold in Confidence" check box

Step 5: Select the "Save" button at the bottom of the page.