How to Use Arc Tracker

All Users

• Navigate to the ARC Track website by logging in to the Southwest Property Management website and clicking on the link for "ARC Requests". You should be taken to the ARC Tracker login page:

←	a ☆ 🔞 🚍
ARC Tracker for Tex Neighborhood	
ARC Tracker for Text Netlighborhood	not logged in
	- Login
User Login	
There are 1 open requests for Test Neighborhood.	
Whether this is your first time or you're coming back, enter your email address and well get you started	
Your Email Address	
Logn	
The small you entered doesn't look like an email address.	
Test Neighborhood ARC Policy About ARC Tracker Help Center FAOs Privacy Policy Terms of Service Credits Contact Us	
Questions/ Call 201-202-2272	
TRADIT JAK ELGY ELGY ELGY ELGY ELGY ELGY ELGY ELGY	
	4:17 PM 2/23/2015

First-time users

• Enter your email address and click "Login". You should see a page that allows you to "Register New ARC Tracker Account"



• Click "Register New ARC Tracker Account" and "Agree to Terms"

🖸 ARC Tracker for Test *	A
← → C D arctracker.com/login	Q ☆ 😥 ≡ You're not logged in
ARC Tracker for Test Neighborhood	d Login
Terms of Service Before we begin registering you as a new user, you must agree to the Terms of Service:	
Introduction We concern caracterized and construction of the advance of the information resources, services, products, and tools we provide for you, either different or the following terms and conditions as stated in using policy and the privacy Policy section below for more information. This agreement is in effect as of May 23, 2013. We reserve the right to change this User Agreement from time to time without notice. You acknowledge and agree that it is your responsibility to review this Use Agreement periodically to familiarize yourself with any modifications. Your continued use of this is the first excited method of this set after ender the different and agreement of the modified terms and conditions. Responsible Use and Conduct By visiting our website and accessing the information, resources, products, and tools we provide for you, either directly or individent. Droce you agree, we'll send you an email to confirm your registration. Droce you agree, we'll send you an email to confirm your registration.	
Test.Neighborhood.ARC.Policy_About.ARC.Tracker_Help.Center_EAQs_Privacy.Policy_Terms.of Service_Credits_Contact.Us Questions? Call 201-208-2272 © 2013-2015 ARC Tracker	
🚱 🧭 🗒 🔍 🚱 🕼 🎨 🕵 🔍 💵 🏈 💷 🔹 🗴 🔹	🚴 o 🔄 👵 🖳 💟 🔕 💌 🔐 🖶 🌒 424 PM

• Look for an email from ARC Tracker titled, "ARC Tracker, New Homeowner Registration".

ARC Tracker for Terr 🗐 🗄 Workspace	Vebrai × 🛄	A . 0 8
← → C @ https://email23.secureserve	unet/Webmail.php?login=1	이 슈 🝺 🔳
GODAddy WORKSPACE		Logged in as: supportgarctracker.com Log.Out
Homepage	Colentia Flas	😗 Updated Mew 🛛 🗬 Support
Check Email Compose Address Bor	k - Settings - Tools - Help -	Zoom 🛛 🔂 Compose Email
Search Q 👔	Reply Reply Is M Ferrure Davis Purps Hote to Folder	More Actions 💽 Apply
Go <u>Adv. Search</u>	🗐 🖂 Inbox > Message Detail	Print
Folders Saved Search Unlimited Usage 0MB	Subject: ARC Tracker, New Homeowner Registration From: ARC Tracker "covery" Date: Mon, Feb 32, 2015 22 5pm To: support@actracker.com	
iew Folder		
	Helio Homeowner	
Bulk Mail		
Drafts	You've signed up for an account for ARC. Tracker for Lest Neighborhood, but to finish registration, please click the link below.	
Templates	http://archacker.com/login/75e07a72.bba2-11e4-908-782bcb40af13/81e9a9ec-8658-11e4-880c-782bcb40af13	
Sent Items	If you're not sure why you received this email, please disregard this.	
	Regards,	
	ARC Tracker, http://arctracker.com/testneighborhood	
	This email account isn't monitored, so please don't reply to this email Any questions about ARC Tracker should go to our contact form at http://arctracker.com/co	ontac3
Copyright © 2003-2015. All rights reserved.		
🚳 🦪 🥘 🔇) 📭 🔨 🔄 🍢 🤍 🕼 🥠 💷	🙊 🔤 📴 💘 🌧 🗢 🏟 🖏 🖳 🔯 🎒 🌠 💽 🎼 🌐 427 PM 🗧

• Click the link to be taken to the "New User Profile" page in ARC Tracker to complete your registration.

C D arctracker.com/profile		요 습
		Good Afternoon I (Home
C Tracker for Test Malethoute		🐔 Your Requests 🌛 Profile 📑 L
	New User Profile	
	Welcome to ARC. Fracker for Test weighdorhood, you're amost done with registration.	
	Ai that's left is to in in your name and, i you want, a password.	
	* First Name * Last Name	
	Email	
	suppontgarctracker.com	
	Email Me When New Requests Are Submitted For Test Neighborhood	
	Set Password (Optional)	
	Complete Registration	
	Test Neighborhood ARC Policy About ARC Tracker Help Center FAQs Privacy Policy Terms of Service Cre	dits Contact Us
	Questions? Ca	all 201-208-2272
	0 2013-25	015 ARC Tracker

• Fill in your name and an optional password (some neighborhoods require homeowner passwords) and click, "Complete Registration"

Submitting an ARC request

• Click on "New ARC Request"

ARC Tracker for Test + 🐂 Workspace Webman + Y 🗅 ARC	Tracker for Test 🔹 📜					
← → C □ arctracker.com/requests						역 습 🝺 🔳
ARC Tracker for Test Neighborhood						Good Afternoon Arctrackerl (Homeowner)
	Your ARC Requests		Dentry	ant Dalar Book	The ADC Designat	
	Submitted Due	Addrees	neila	Time	Statur	
	Submitted Due	There are	no requests to view.	type	Status	
	Open ARC Request	5				
	Email Me When New	w Requests Are Submitted For Test Neighb	orhood	1000		
	Submitted Due	Address 015 123 Second Street (addis)		Eencing	Status	
	001001010 0012012	TRA SECOND STREET IN SHARE		renang	Journited	
		eighborhood ARC Policy About ARC Track	er Help-Center FAQs Privacy-Policy	y Terms of Service	Credits Contact Us	
				Question	ns? Call 201-208-2272	
				62	JT3-2015 ARC Tracker	
arctracker.com/terms						
📀 🥖 📜 o 💿 📭 🖸	2 😵 🎭	🥥 🚺 🥠 🔯			🕸 🛎 🤨 👹 🍂	● 🔄 🖲 🔍 🔕 🛤 📴 🍁 442 PM

• Complete the New ARC Request page, making sure to fill in all the required fields (identified with an asterisk (*)). You may add any required or desired supporting documents (drawings, photos, etc) under the "Attachments" section of the request page. When finished, click "Submit ARC Request" to save and notify the committee of your request.

ARC Tracker for Terr * H Workspace Webman * B ARC Tr	acker for Test * 100	A - 8 A
← → C D arctracker.com/requests		요습 🐻 🔳
	and am in compliance. Request Title Ute: Shief description used to quickly identify the request in the listing. Detailed Description of Work.	
	Start Date + Finish Date + Contractor Details (Name, Contact) sound of 1474 544 30d Emidsing the work pecial Exceptions the increasing of your request.	
	tachments	
	ny files you wish to attach to your request to help the committee can be uploaded. Attachment Filename(s) Choose File No file chosen	
	posit/Fee his neighborhood's policy requires a deposit/fee to be paid before a request can be approved. Deposit/Fee Paid Submit AR Request Test Neighborhood ARC Policy About ARC Tracker Help Center FAQs Privacy Policy Terms of Service Cre	dis Contact Us
	Questions? Ci	all 201-208-2272
📀 🥭 📜 🧕 💿 🔯	😻 🎭 🤍 🚺 🥠 🕥	🔯 🖷 🚳 📕 🍋 🗢 🍣 🖏 🖳 🔯 🏈 🔛 🔐 👘 🔶 452 PM

Following up on your request

Login to ARC Tracker and your request should be in the "Your ARC Requests" list. Click on the request to open and see the details. The Status of the request is shown at the top of the page and under the "Committee" section which also details the vote(s) of your ARC. You can send a message to, and read responses from, the ARC under the "Communications" section. You can also make changes to your request as long as it is in "Submitted" status and the committee has not locked your request in a status of "Under Review". You may also cancel the request if you need to.

ARC Tracker for Test * 1 🖶 Workspace Webma * 7 🗅	ARC Tracker for Test *			/4 (G (B (X)
← → C 🗋 arctracker.com/requests/adca4af8-b945-11	e4-9f08-782bcb46af13			역 🙆 🔳
	Any files you wish to attach to y Attachment Filename(s)	our request to help the committee can be uploade	1. g	
	Deposit/Fee			
	This neighborhood's policy required Deposit/Fee Paid	uires a deposit/fee to be paid before a request can	e approved.	
	Committee			
	Voting Policy: Requests may be	approved with 51% of the committee.		
	Robert Thomson C Appr Robert Vongchan C Appr	ove 🔍 Deny 🔍 Abstain ove 🕤 Deny 🖗 Abstain		
	Status 🥹			
	Submitted •			
	Approval Policy: Once the appro approvals on their own.	oval requirement is met, the request will be approv	ed automatically. The chair may also make	override
	Communications			
	Robert Thomson posted on Feb	23, 2015 at around 5:04 PM		
	Request was submitted by Robe	rt Thomson on Feb 20, 2015 at 4:16 PM		
		Update ARC Request Cancel A	RC Request	
	Test Neighborho	od ARC Policy About ARC Tracker Help Center FA	Os Privacy Policy Terms of Service Cred Questions? Cal © 2013-201	Its Contact Us I 201-208-2272 IS ARC Tracker
a 🖉 🐃 n 👩 🖍	🔂 😫 🔜 🔊			× = ∞ ↓ × • ⊕ 5. □ 0 0 0 10 11 10

Once your ARC has voted on your request, you will receive email notification of the committee's decision and the request will be closed. You can always see the request in the "Your ARC Requests" listing of ARC Tracker

Your ARC Requests			
	Request Paint Book	New ARC Request	
Submitted Due Address	Туре	Status	
02/20/2015 03/22/2015 123 Second Street (asdfs)	Fencing	Submitted	
Open ARC Requests			
Email Me When New Requests Are Submitted For Test Neis	hborhood		
Submitted Due Address	Туре	Status	
02/20/2015 03/22/2015 123 Second Street (asdfs)	Fencing	Submitted	
Test Neighborhood ARC Policy About ARC Tr	acker Help-Center FAQs Privacy.Policy Termis of Serv Quest	ice <u>Credits Contact Us</u> ions? Call 201-208-2272	
Test Neighborhood ARC Policy About ARC Ir	acker Help.Center FAQs Privacy.Policy Terms.of.Serv Ques c	ice Credits Contact.Us Jons? Call 201-208-2272 2013-2015 ARC Tracker	
Test Neighborhood ARC Policy About ARC Tr	acker Help:Center FAQs Privacy.Policy Terms.of.Serv Quest C	ice Credits Contact.Us ions? Call 201-208-2272 2013-2015 ARC Tracker	
Test Neighborhood ARC Policy About ARC Tr	acker Help:Center FAQs Privacy.Policy Terms.of.Serv Quest C	ice Credits Contact.Us ions? Call 201-208-2272 2013-2015 ARC Tracker	