

SETTING UP AN ACCOUNT IN TOWNSQ

[https:// www.townsq.io](https://www.townsq.io)



HOW DO YOU ACCESS TOWNSQ?

Access on any device

Visit the website from your desktop:

www.townsq.io

Download the app!

Getting Started

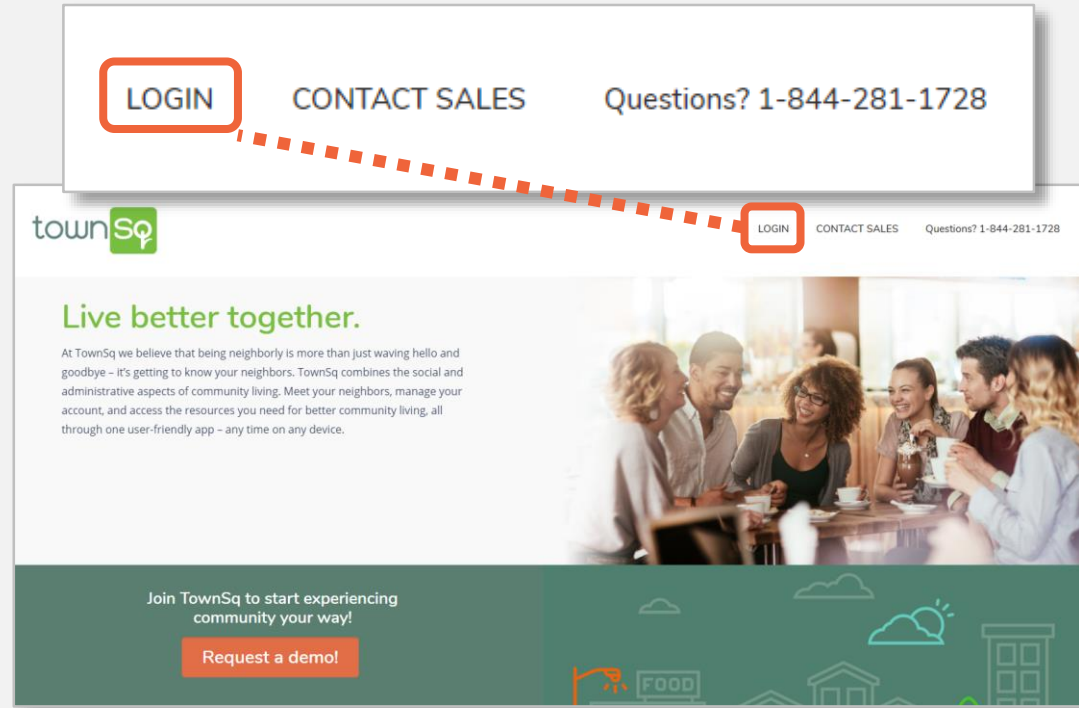
Login:

- From the TownSq website
- Or using the TownSq app

Register:

- Using your Account number*
- Zip code

**Found on coupon book or statement*



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

CONNECT • COLLABORATE • STAY UP-TO-DATE

TIPS TO TOWNSQ AND YOUR ACCOUNT

- Please omit the dash when entering your account number to register your account.
- Once you register, your name will appear in the upper right-hand corner, click on the down arrow to the right of your name.
- Select Account to see your current balance, at this time your balance will reflect only if you have a past due amount as the bill you just received is for your 2019 dues which are due as of January 1st.

FEES

- e-check: \$2.95 convenience fee
- Credit/Debit: \$2.95 convenience fee PLUS 3.5% of the total payment amount. (This fee is based on the amount of your assessment.)

QUESTIONS

- **CONTACT:**
- Signature Association Management
16225 Park Ten Place, Suite 500
Houston, TX 77084
Phone: [713-338-3436](tel:713-338-3436)
- You can also email directors@lohg.org

THANK YOU!