

Before you

We have created an online account for you. To complete the sign up process please follow the simple steps in this leaflet. This should only take a few minutes of your time. Before you begin make sure you have the following things to hand:-

- an **email account**;
- your **personal reference number**; (this can be found on the letter that came with this leaflet).
- a device such as a **computer, tablet or mobile phone with internet access**.

Your Needs

If you would like to receive this information in large print, or translated over the telephone, please contact us:

Case House
85-89 High Street
Walton-On-Thames
Surrey
KT12 1DZ

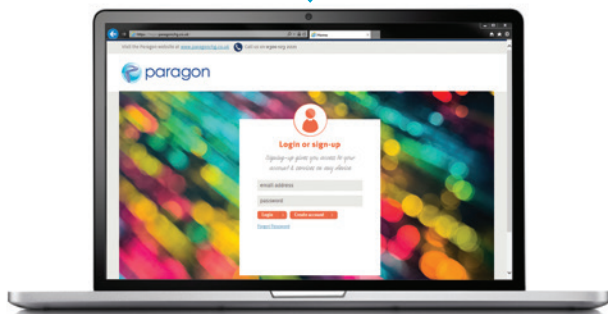
T 0300 123 2221

E info@pahousing.co.uk

www.pahousing.co.uk



Step 1



- **Type the address** paragon.pahousing.co.uk into your device's web browser.
- **Click on 'SIGN IN'** at the bottom left corner of the webpage. This link takes you through to the login screen.
- Click the orange **'Create Account'** button.

Step 2



If you are a tenant:

- Click the box on the left which says **'I rent my property'**.

If you are a leaseholder:

- Click the box on the right which says **'I'm a homeowner'**.

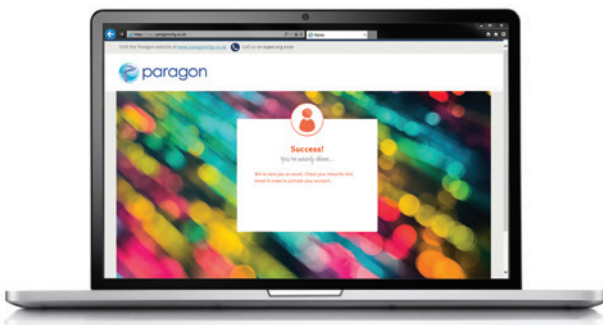
Step 3



When the registration screen appears:

- **Type your information** into the fields (You must complete all fields marked with an asterisk '*'.)
- **Create a memorable password** (The password must be at least six characters long and contain a number and a capital letter.)
- **Answer** the spam guard question.
- Click the orange **'Create Account'** button.

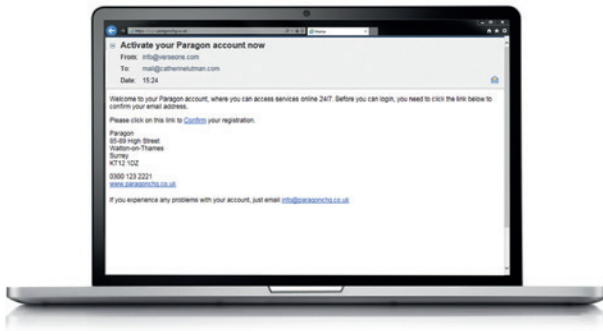
Step 4



When the 'Success! You're nearly there...' screen appears:

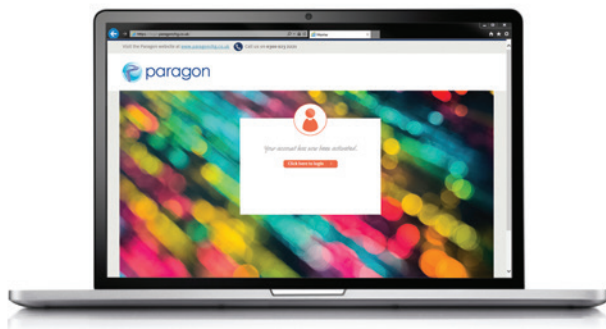
- **Check your inbox** (We will have sent you a confirmation email to the address you used to register in Step 3.)

Step 5



- Go to your email inbox. **Open the email** we have sent you.
- Click on the link which says '**Confirm your registration**'.

Step 6



When the activation confirmation screen appears:

- Click on '**Click here to login**'.

Step 7



When the login screen appears:

- Type in your **email address** and **password**

- Click '**Login**'