

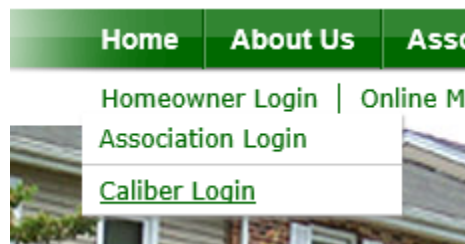


Please go to The Evergreen Harvard website at www.evergreenmgt.com.

Then click on the **Homeowner Login**, top menu left of screen:



Then click on the **Caliber Login** tab:



At the Caliber Web login page please select **Create Login**:

Caliber Login

Username:

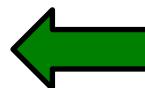
Password:

Login

[Create login](#)

[Forgot Username](#)

[Forgot Password](#)



At the Registration screen:

1. Enter your ten-digit **Account Number**. Account Numbers can be found on your coupon book or invoice statement. Please note your account number must be ten digits, if it is not 10 digits you must add a 1 (one) at the end, no dashes.
2. Enter your **Email Address** that is already on file. If you are unsuccessful registering your account, please call the office to confirm we have correct information on file.

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number

Account Number

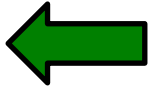
(Provided by your management company)

Email

Email

(Linked with this account)

Submit Registration



3. If there is more than one Homeowner associated with your account, you will receive a drop down menu, please select your name. Owners can have separate login accounts.

Registration

Please enter your account number and email address in the fields below. Once submitted, you will receive an email with a link to create your login and password.

Account Number

Account Number

(Provided by your management company)

Email

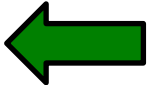
Email

(Linked with this account)

Select Owner

-Select name option- ▼

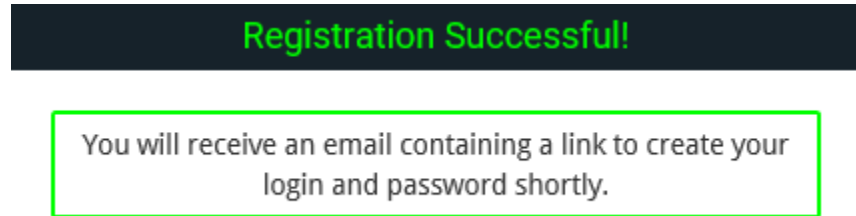
Submit Registration



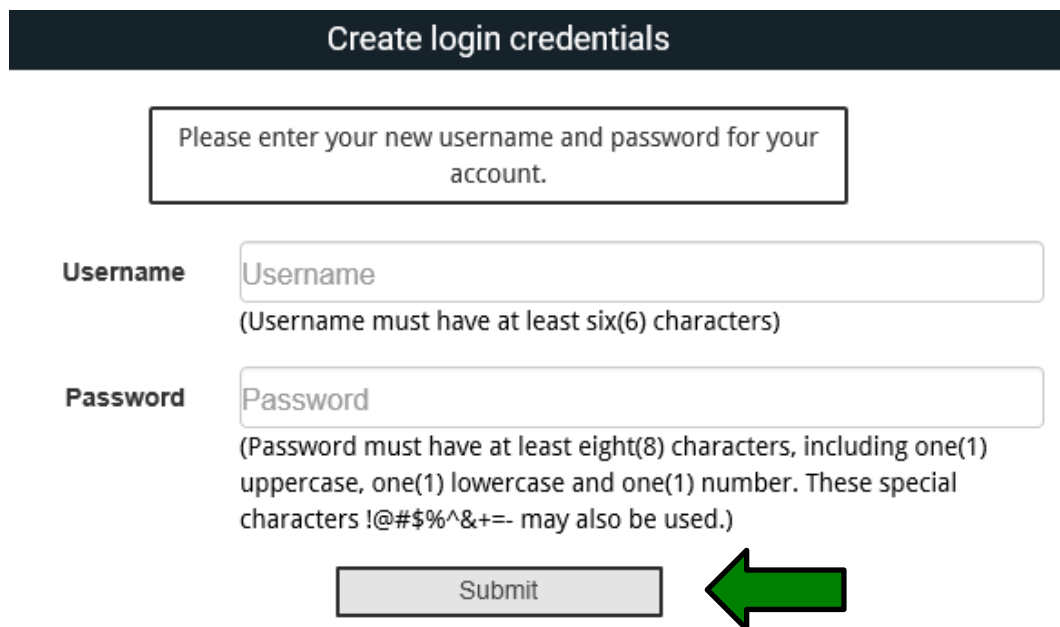
4. Select **Submit Registration** box:

To complete the registration process:

1. Verify that you received the message:



2. Go to your email box of the email address you provided and locate the email sent to you from **Info**.
3. Click on the link provided to bring you to the next phase of logging in.

A dark blue header bar with the text "Create login credentials". Below it, a white box with a black border contains the text "Please enter your new username and password for your account." Below this, there are two input fields. The first is labeled "Username" and contains the placeholder text "Username". Below the field is the text "(Username must have at least six(6) characters)". The second is labeled "Password" and contains the placeholder text "Password". Below the field is the text "(Password must have at least eight(8) characters, including one(1) uppercase, one(1) lowercase and one(1) number. These special characters !@#\$\$%^&+~= may also be used.)". At the bottom, there is a grey "Submit" button with a large green arrow pointing to it from the right.

To create login credentials:

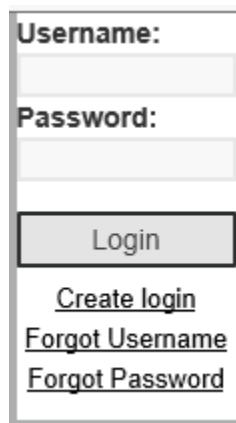
1. Enter a **User Name** of your choice
2. Enter a **Password** of your choice
(Passwords must be at least eight characters long and contain at least one uppercase and one lowercase letter and one number)
3. Please be aware your user name and password are case sensitive.
4. If your username is already in use, you will be required to select another username until you enter one that is available.
5. Select **Submit**

Credential Creation Successful!

Registration success! You will be redirected to the login page.

Once you have successfully created an account you will be redirected back to the Login Page

1. Enter your Newly Created User Name
2. Enter your Newly Created Password

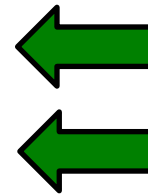


Username:

Password:

Login

[Create login](#)
[Forgot Username](#)
[Forgot Password](#)



YOU HAVE SUCCESSFULLY CREATED YOUR NEW ACCOUNT!

HELP DESK

If you should have any questions or need assistance logging in, please direct your questions via email or telephone to our help desk. Please contact our office at **(603) 429-2019** and ask for the help desk and your call will be transferred to a representative who can help you.

You may also email your question to:

Vickie Grandmaison: vgrandmaison@harvardmanagement.com

Cheryl Ann Mahaffey: cmahaffey@harvardmanagement.com