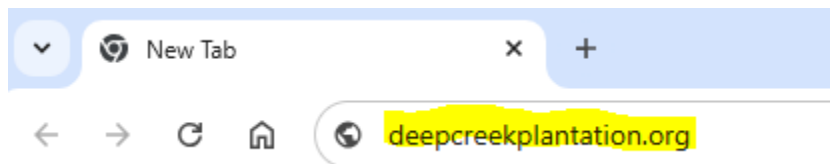


Deep Creek Plantation– Resident Portal Instructions

To access the Resident Portal, follow the steps below:

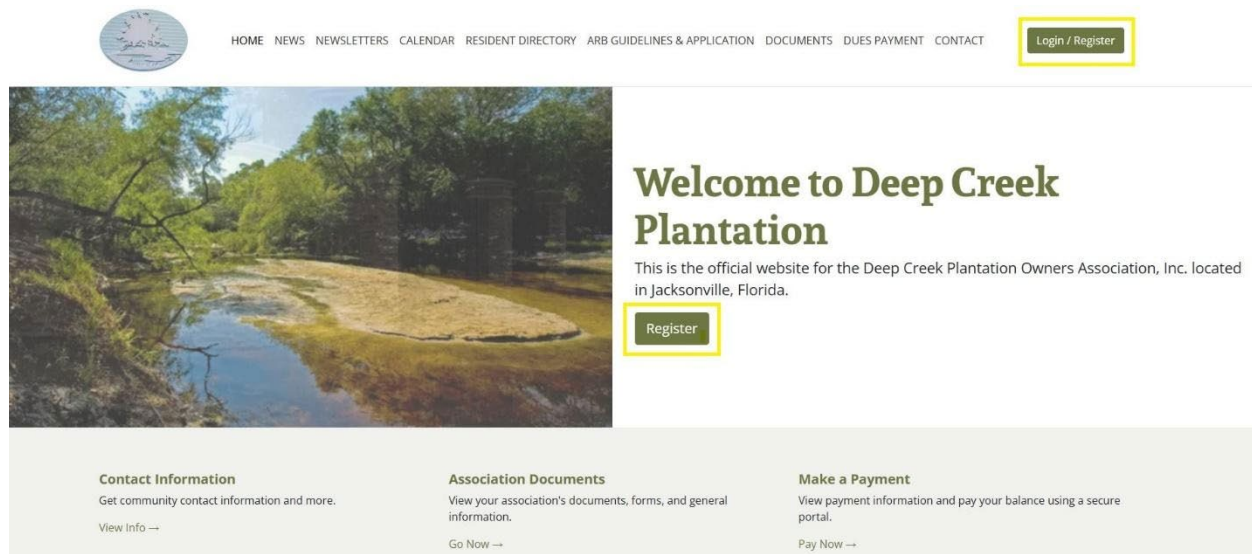
1. Access the Website

1. Open your internet browser.
2. In the address bar, type: **deepcreekplantation.org** and press **Enter**.



2. Begin Registration

1. Once on the homepage, click either:
 - The **“Login/Register”** button at the top-right corner, or
 - The **“Register”** button below the **“Welcome to Deep Creek Plantation”** section.

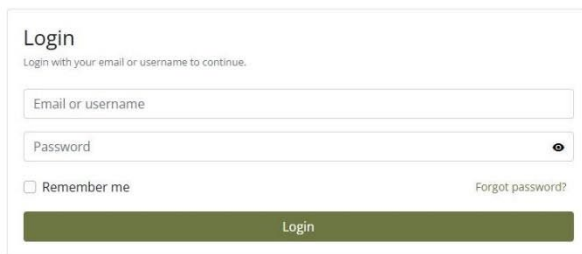


2. A registration page will open.

3. Enter Registration Passcode

1. In the “Registration Passcode” section, click the field that says “Enter passcode here...”.
2. Type the passcode: **DCP2025**
3. Click **Submit**.

My account



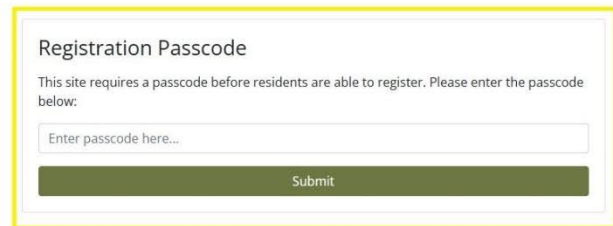
Login
Login with your email or username to continue.

Email or username

Password

☐ Remember me [Forgot password?](#)

Login



Registration Passcode
This site requires a passcode before residents are able to register. Please enter the passcode below:

Enter passcode here...

Submit

4. Create Your Account

1. After submitting the passcode, a new page will appear prompting you to:
 - o Enter your **personal email address**
 - o Create a **new strong password**

 **Important:** All users start with the same initial password. Creating a unique password helps protect your account.

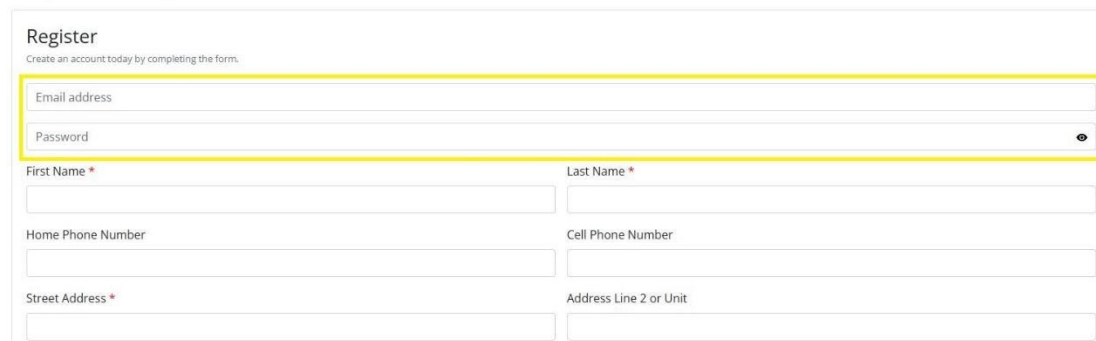


[HOME](#) [NEWS](#) [NEWSLETTERS](#) [CALENDAR](#) [RESIDENT DIRECTORY](#) [ARB GUIDELINES & APPLICATION](#) [DOCUMENTS](#) [DUES PAYMENT](#) [CONTACT](#)

[Login / Register](#)

My account

Already have an account? [Login now](#).



Register
Create an account today by completing the form.

Email address

Password

First Name * Last Name *

Home Phone Number Cell Phone Number

Street Address * Address Line 2 or Unit

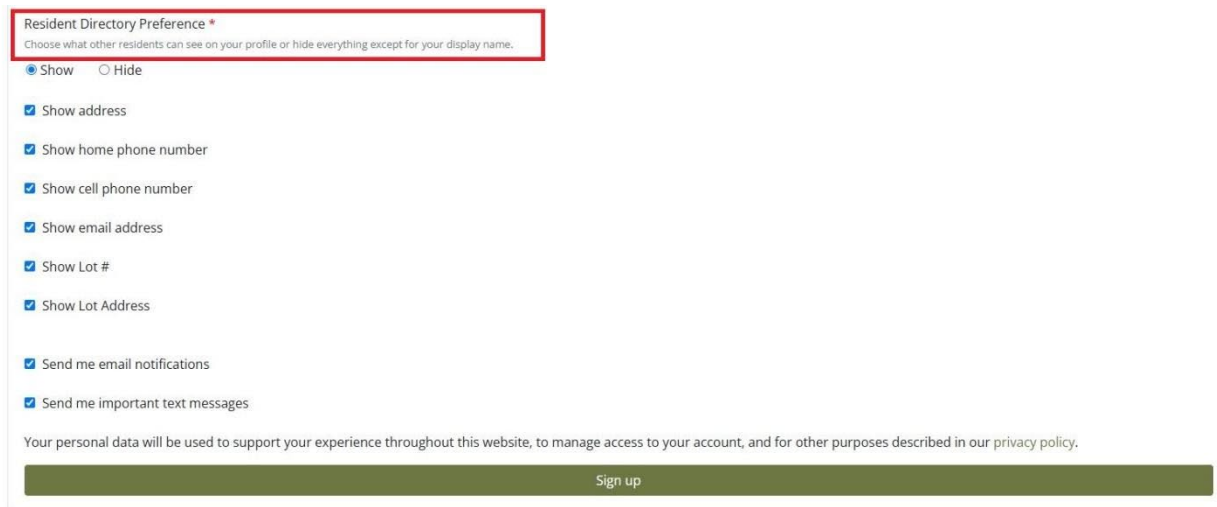
2. Complete all **required fields** (marked with a red asterisk *) such as:

- Your name
- Address
- Lot number, etc.

5. Privacy Settings (Resident Directory)

You can manage what information appears in the Resident Directory:

- To **hide** all your details, click **“Hide”**
- To **show** selected details:
 - Click **“Show”**
 - Check only the boxes for information you'd like visible



The screenshot shows a form titled "Resident Directory Preference *" with a red border. Below the title is a subtitle: "Choose what other residents can see on your profile or hide everything except for your display name." There are two radio buttons: "Show" (selected) and "Hide". Below these are several checkboxes, all of which are checked: "Show address", "Show home phone number", "Show cell phone number", "Show email address", "Show Lot #", "Show Lot Address", "Send me email notifications", and "Send me important text messages". At the bottom of the form, there is a line of text: "Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our privacy policy." and a green "Sign up" button.

These preferences can be updated at any time by logging into your account.

Once done, click **“Sign Up”** to complete your registration.

6. Logging In

After registration:

1. Use the **“Login”** box to sign in with your email and new password.
2. You can check **“Remember me”** to save your login info for future visits.

My account

Login

Login with your email or username to continue.

☐ Remember me

[Forgot password?](#)

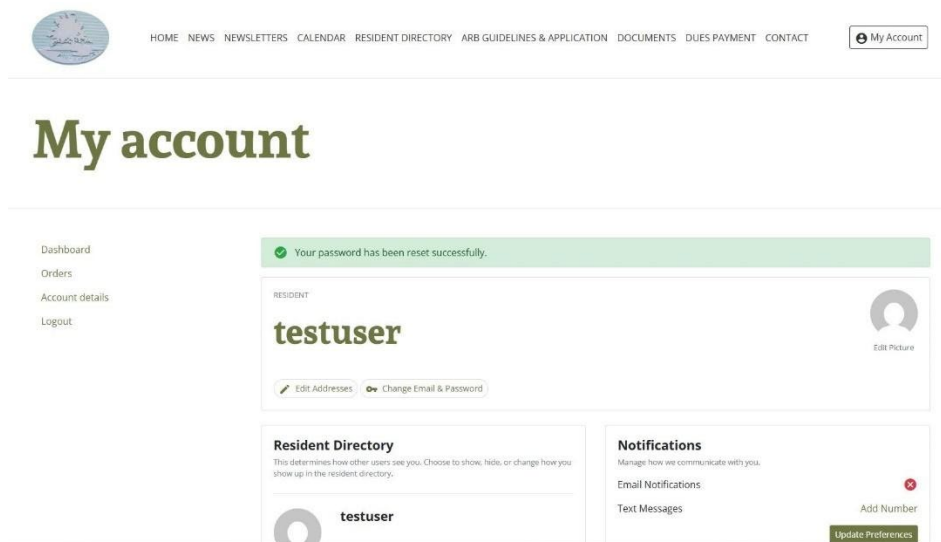
Login

Registration Passcode

This site requires a passcode before residents are able to register. Please enter the passcode below:

Submit

Once you are in your account it should look similar to below.



7. Accessing Resident-Only Documents

Once logged in:

- Click on the **“Documents”** link at the top of the page.
 - Logged-in users will see **resident-only documents**
 - Public visitors will only see general documents

8. Forgot Your Password?

If you forget your password:

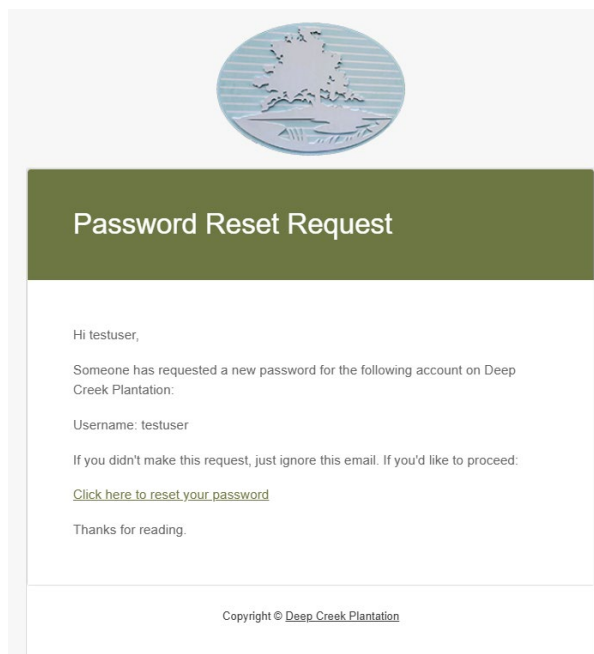
1. Click **“Forgot Password?”** in the login box. Then the below box will appear. Enter your email address and click **“Reset password”**.

Lost password

Forgot your password? Enter your email address and we'll send you an email with a link to create a new one.

Reset password

2. You'll receive an email from Deep Creek Plantation with a reset link (similar to below).
 - Check your **inbox** or **spam/junk** folder.
 - If you don't receive an email, your address may not be in the system—contact **[admin contact]** for assistance.



3. Click the reset link in the email.
4. A password reset page will open.
5. On the next screen, enter your new password in both fields and click **"Save"**.

Lost password

Enter a new password below.

New password *

Save

Re-enter new password *

Need Help?

Elim Services will grant website access to new owners and will remove access for prior owner's after closing, upon receipt of a warranty deed or claim title. Elim is currently developing the procedures for this process. For any website issues Elim cannot resolve will be directed to Katie and Amanda.

If you have any issues with the website, please email: info@elimservices.com