

## **Directions for using the Heritage Lake Community Directory on Pilera**

Owners are able to find email addresses and phone numbers, for owners who have provided them, on the Pilera site. In order to do so please follow these directions to help you navigate the directory. You are able to download or print the directory as well. The directory is updated any time a new owner becomes part of the Heritage Lake community. We'd also like to remind you that you can update your contact information on the site. If you are struggling with that please contact Paul Hetzel, the Board Secretary, and he will assist you. Do not contact Lana at Bay Properties as there will be a cost to the Association. Paul works for free!

### **Finding Owner Contact Information on Pilera**

There are two ways to find owner information.

#### **Option 1:**

1. Log in to Pilera
2. Click on the "Community" tab in the blue banner at the top of the page.
3. Click on the "Occupants" tab.
4. Owners are listed in this section numerically by unit number.
5. In the search bar type in a few letters of the owner's last name. A few suggestions will show up. The contact information will appear when you scroll to their name.
6. You can also type in the unit number in the search bar and the owner will appear.

#### **Option 2:**

1. Log in to Pilera
2. Click on the "Community" tab in the blue banner at the top of the page.
3. Click on the "Directory" tab.
4. Owners are listed in this section alphabetically by last name.
5. Type in a few letters of the owner's last name and their contact information will appear.

### **Downloading or Printing the Directory**

1. Log in to Pilera
2. Click on the "Community" tab in the blue banner at the top of the page.
3. Click on the "Directory" tab.
4. Click on "excel" in the grey banner towards the top of the page. This will download a copy of the directory to your computer/tablet/phone as a Microsoft Excel spreadsheet. Once it is downloaded you can print it to your printer.

### **Changing Your Contact Information**

1. Log into Pilera.
2. Click on your name on the right hand side of the blue banner at the top of the page.
3. Click on the "update your profile" tab.
4. Click on "Edit" and update your email or phone number as needed.
5. Scroll down to the end of the window and click "Update Owner"
6. You are done.
7. To add a spouse or partner contact Paul.