

# HOMEOWNER PORTAL REGISTRATION INFORMATION

<http://portal.lakeridgeva.com>

## LOG IN WITH YOUR PRIMARY EMAIL

On the right side of your screen under Log In, enter the primary email registered with your account and password. If you have forgotten your password, a link is available on the webpage for a password reset. An email will be sent with a temporary password.

**LAKE RIDGE ASSOCIATION**

HOME DOCUMENTS FAQs HELP

Welcome Neighbor!

Lake Ridge Parks and Recreation is pleased to launch the new Homeowner Portal. Our hope is that this community website serves as an effective information resource for your community and as a useful tool for tracking your communications with us. Through the portal you can also view your account balance, make payments online, and access your available statements. Please log in to your account on the right side of your screen.

**Log In**

[I forgot my login/password](#)

Email

Password

Keep me signed in.  
(Do not use on a shared device.)

Log In

Sign Up

**Log In FAQs**

If This Website Is Not Recognizing Your Password: Please click the "I forgot my login/password" link above the Email field (on the right) to generate a new password. Please allow up to 15 minutes for the email with the new password to reach your inbox. If the new password you receive does not work, it is almost always due to a typo in which similar looking characters are mistaken for each other (e.g. lowercase l and capital I, or letter O and number 0). Please also check if the new password have made it into your spam folder, if not received in your email inbox.

If You Do Not Have a Login: Please click the "Sign Up" link on the right. That will take you to the Registration page. Then, fill out the fields that include Email, Name, Phone, Account, Password, Confirm Password, and Registration Key.

If you do not have a Registration Key: Click the "Sign Up" link on the right. Click on "I don't have a portal key or account number". Continue to fill out the fields that include Email, Name, Phone, Property Address, Association (LRPRA), and Account.

## LOG IN WITH YOUR REGISTRATION PORTAL KEY

On the right side of your screen under Log In, click "Sign Up". You will need the following information below to register:

**Sign Up**

Email

Name

Phone

Account

Password

Confirm Password

Registration Key ⓘ

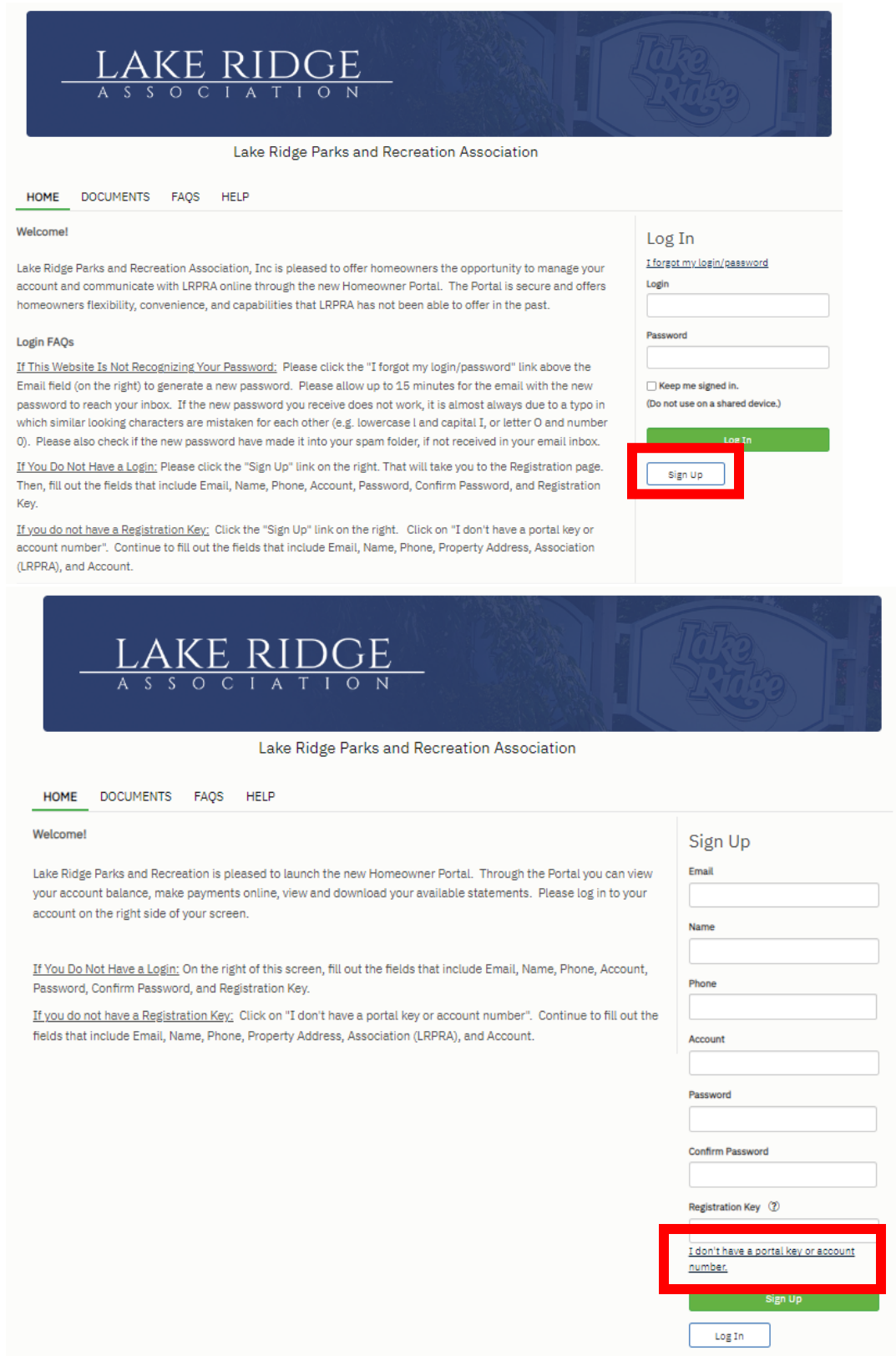
[I don't have a portal key or account number](#)

Sign Up

Log In

## CREATE A NEW ACCOUNT

If you do **not** already have a login, you will need to create an account. You will need your LRPR account number found on your payment coupon). Click "Sign Up" and then click "I don't have a portal key or account number". Please enter requested information and include your entire account number (example: 000000LR12350). An email will be sent with your portal key after the request has been reviewed.



**LAKE RIDGE ASSOCIATION**  
Lake Ridge Parks and Recreation Association

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Welcome!

Lake Ridge Parks and Recreation Association, Inc is pleased to offer homeowners the opportunity to manage your account and communicate with LRPR online through the new Homeowner Portal. The Portal is secure and offers homeowners flexibility, convenience, and capabilities that LRPR has not been able to offer in the past.

**Login FAQs**

If This Website Is Not Recognizing Your Password: Please click the "I forgot my login/password" link above the Email field (on the right) to generate a new password. Please allow up to 15 minutes for the email with the new password to reach your inbox. If the new password you receive does not work, it is almost always due to a typo in which similar looking characters are mistaken for each other (e.g. lowercase l and capital I, or letter O and number 0). Please also check if the new password have made it into your spam folder, if not received in your email inbox.

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If you do not have a Registration Key: Click the "Sign Up" link on the right. Click on "I don't have a portal key or account number". Continue to fill out the fields that include Email, Name, Phone, Property Address, Association (LRPR), and Account.

**Log In**  
[I forgot my login/password](#)  
Login  
Password  
 Keep me signed in.  
(Do not use on a shared device.)  
Log In  
**Sign Up**

**LAKE RIDGE ASSOCIATION**  
Lake Ridge Parks and Recreation Association

[HOME](#) [DOCUMENTS](#) [FAQS](#) [HELP](#)

Welcome!

Lake Ridge Parks and Recreation is pleased to launch the new Homeowner Portal. Through the Portal you can view your account balance, make payments online, view and download your available statements. Please log in to your account on the right side of your screen.

If You Do Not Have a Login: On the right of this screen, fill out the fields that include Email, Name, Phone, Account, Password, Confirm Password, and Registration Key.

If you do not have a Registration Key: Click on "I don't have a portal key or account number". Continue to fill out the fields that include Email, Name, Phone, Property Address, Association (LRPR), and Account.

**Sign Up**  
Email  
Name  
Phone  
Account  
Password  
Confirm Password  
Registration Key (?)  
[I don't have a portal key or account number.](#)  
Sign Up  
Log In

## LOG IN SUCCESS

You will log into the “Dashboard” which gives you an overview of your upcoming Assessments.

The screenshot displays a user dashboard for John Quincy Adams. On the left is a sidebar menu with options: Dashboard (selected), My Contact Info, Billing, My Items (with a red notification badge containing the number 1), Calendar & Events, Directory, and Documents. The main content area is titled 'Dashboard' and shows the user's name 'John Quincy Adams' with a profile icon. Below this, the 'Payments' section displays 'ACCOUNT BALANCE' as '\$0.00' with a green 'Make A Payment' button. To the right, the 'UPCOMING ASSESSMENTS' section lists four items: 'Monthly Assessment of \$0.00 is due on 07/31/2019', 'Monthly Assessment of \$0.00 is due on 07/31/2020', 'Special Assessment of \$50.00 is due on 03/01/2021', and 'Assessment of \$100.00 is due on 03/01/2021'.

**Billing:** This menu takes you to payment options and shows you your payment history.

**My Contact Info:** This menu will allow you to change your password, verify your contact information as well as indicate how you would like our office to communicate with you (i.e., via E-Mail, text, or paper).

**My Items:** This menu will show you the status of any inquiries you have made through the “Other Request” menu (see below). Under “Submit a Request” tab, you’ll be able to communicate with us electronically. Options include Billing Question, General Question, and Common Area Concern.

**Homeowner’s How Tos:** Helpful videos are provided on how to navigate the portal.