

For access, please go to G360.GREENACRE.COM. The site requires a PIN Code. If you do not have your PIN Code please email [webaccess@greenacre.com](mailto:webaccess@greenacre.com). To login for the first time, please click on the "Create an account now" link and enter the required information. Once completed, click on "Signup" and you will be logged into your account. The PIN is then no longer needed.

Once you have logged on the owner portal you will have access to open violations, community documents, ability to view account balances and submit payments.

### **To Submit an Architectural request**

- Select **Architectural** at the top of the page
- Select **Architectural Request**
- Select **+New Request**
- Choose **Form Type** (i.e. Additions, Awnings, Dumpster, Exterior Paint, Fence, etc.)
- **Read the community instructions**
- **Complete** the **Application**
- Electronically **sign** and **date** the Form
- **Upload supporting documents** under **Files** (i.e. lot survey, site plans, architect's plans, diagrams, paint swatches, material list, sample products, photographs, product descriptions, model numbers, dimensions, county permits, etc.)
- **Submit**

***\*\*You can view the status of your application on the homepage under My Architectural Requests\*\****

Once the committee reviews the application an email will be sent to advising of the application approval or denial or if you will need to submit further information for the committee to complete the review.

**NOTE: In order to receive email notifications from the Association, after login please go to My Account, and then select My Profile. Confirm the information is correct, check the Email Notification box, accept the Disclaimer and Save.**