

# South Fork HOA Resident Portal

## Account Registration and 2FA Setup Guide

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This guide walks you through the steps to register an account and configure two-factor authentication (2FA) on the South Fork HOA Resident Portal. Follow each step and refer to the corresponding screenshots for clarity.

### Step 1: Access the Resident Login Page

Visit the South Fork HOA website and click the 'Resident Login' button at the top right.

## Step 2: Create a New Account

Click 'Create an account' below the login form. Fill in your personal information and submit

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**Name (Required)**

First  Last

**Email (Required)**  **Phone (Required)**

**Address (Required)**

Street Address

Address Line 2

City  State / Province / Region

ZIP / Postal Code

**Username (Required)**

**Password (Required)**

Password must be a minimum of twelve (12) characters, including at least one (1) uppercase letter, one (1) number, and one (1) special character

Enter Password  Confirm Password

## Step 3: Confirm Registration

You will receive a 'Thank you for registering' screen. Check your email and click the activation link.

**Note:** If you don't see the activation email in your inbox, please check your spam or junk folder. The email will contain a link you must click to activate your account.

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Activate Account

 South Fork Phase 1 HOA <noreply\_at\_southforkphase1hoa\_com\_jb07b9adp6e4tt\_46zv3226@icloud.com>  
To: Hide My Email

Hi John,

Thank you for registering an account with us!

To begin the process, please confirm your email address by clicking the link below:

 [https://dev.southforkphase1hoa.com/?pfur\\_activation=108c700c92554627](https://dev.southforkphase1hoa.com/?pfur_activation=108c700c92554627)

Please note: \*\*your account will not be active immediately.\*\*  
After you confirm your email, an administrator will review your account for approval.

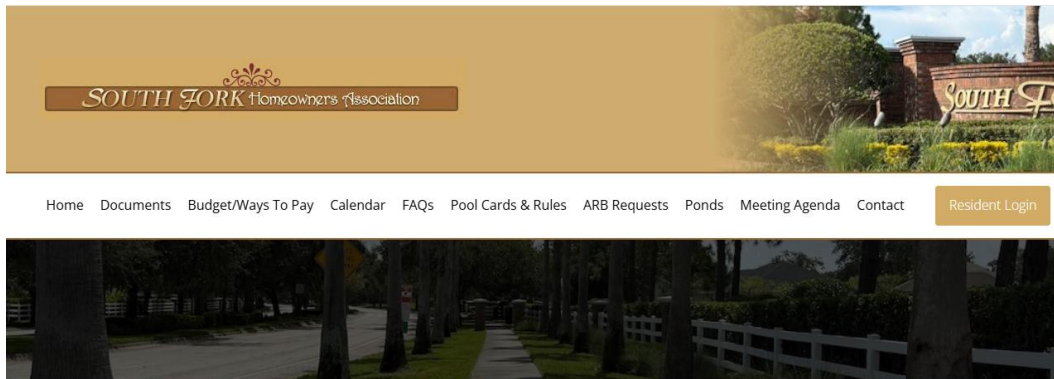
You'll receive a follow-up email once your account is approved and ready to use.

If you did not request this registration, please ignore this message.

Thanks again,  
Southfork Phase 1 HOA Management

## Step 4: Wait for Admin Approval

After confirming your email, your account must be approved by an administrator.



### Thank You for Confirming Your Email

Your email address has been successfully verified. The next step is for our admin to review and approve your account.

Once approved, you'll receive an email notification letting you know that you can log in to the Resident Portal.

We appreciate your patience and look forward to welcoming you to the community soon!

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## Step 5: Log In to Your Account

Once approved, return to the portal and log in using your email and password.



Username or Email

john.doe@gmail.com

Password

\*\*\*\*\*



Log In

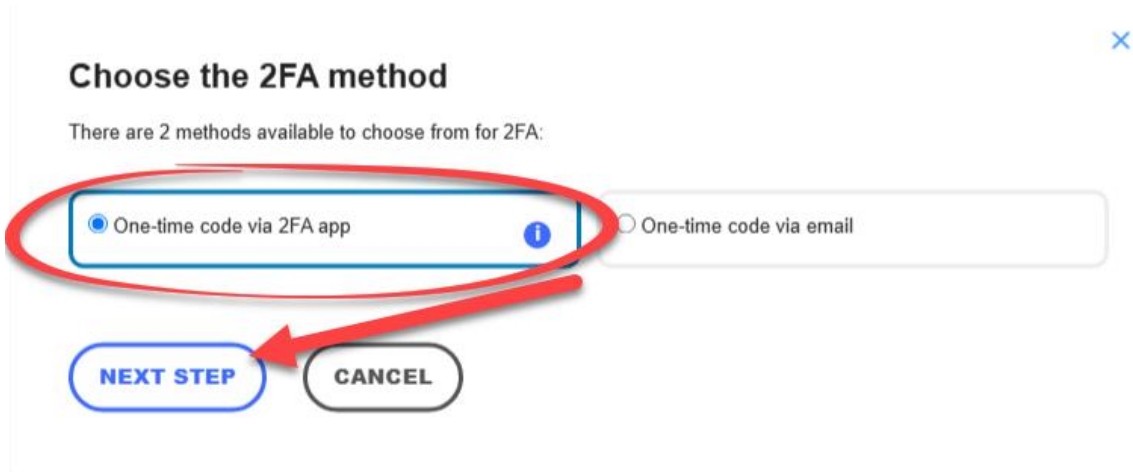
[Forgot your password?](#)

[Create an account](#)

## Step 6: Configure Two-Factor Authentication (2FA)

Upon your first login, you will be prompted to set up 2FA. You may choose one of two options:

- **Email-based authentication:** A 6-digit code will be emailed to you each time you log in.
- **App-based authentication:** Use an app like Google or Microsoft Authenticator to generate 6-digit codes.



**Choose the 2FA method**

There are 2 methods available to choose from for 2FA:

☒ One-time code via 2FA app ☐ One-time code via email

**NEXT STEP** **CANCEL**

## Step 7: Complete 2FA Setup

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Scan the QR code displayed on the screen using a two-factor authentication app such as [Google Authenticator](#) or [Microsoft Authenticator](#). To do this:

1. Open your chosen authentication app on your mobile device.
2. Tap the option to **add a new account** (usually a "+" icon).
3. Select "**Scan a QR code**".
4. Point your device's camera at the **QR code displayed on the portal screen**.
5. The app will add your **South Fork HOA** account and begin generating **6-digit codes** every 30 seconds.

Once you've scanned the code, enter the **current 6-digit code** from your app into the **Authentication Code** field on the website and click "**Validate & Save**" to complete setup.

