

## Registering an account in MYBOS for new Willsmere residents from your smartphone

Willsmere residents can now register any maintenance work to the Building Manager via using a new system called **MYBOS**. To access MYBOS, you will need to register for a login before you can use the system. **You can only register your new login via the website and NOT via MYBOS Resident app.**

To register for MYBOS, you will need to do the following:

1. Go to your smartphone internet browser and type in the address bar: <https://login.mybos.com> OR you can scan the QR code below to take you the website directly:



2. Once you have type in the website address or accessed it via the QR code, you will see the following:



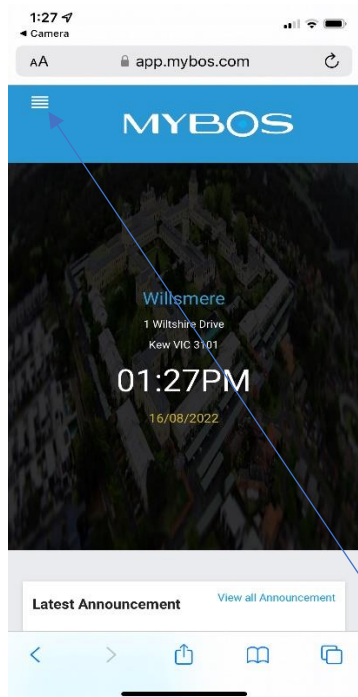
3. To register your access, use the following username and password to enter into MYBOS:

**Email Address/Username:** Contacts

**Password:** Contacts

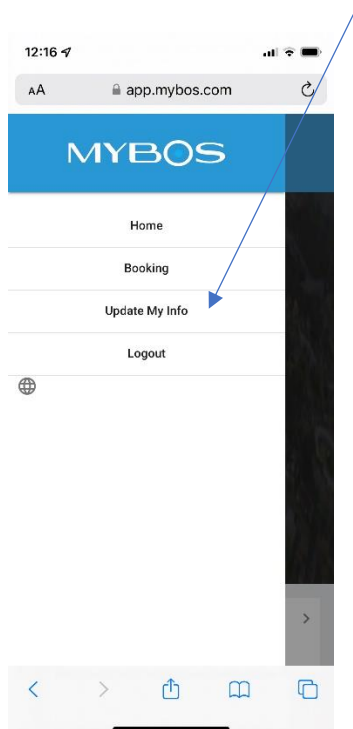
**NOTE:** password is case sensitive

4. Once you have logged in successfully, you will see the screen below on your smartphone:

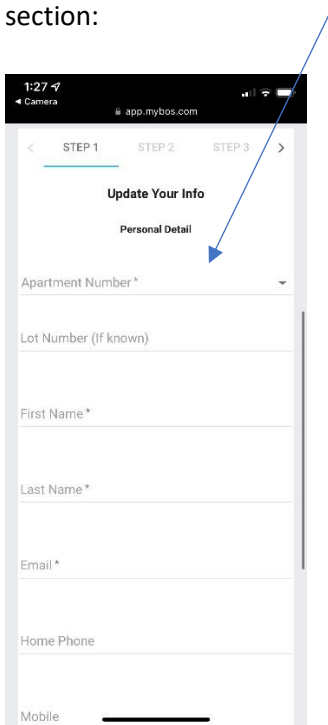


5. To create a login account, tap on the **Menu**  icon located at the top left corner of the screen.

6. Then tap on the **Update my Info** option



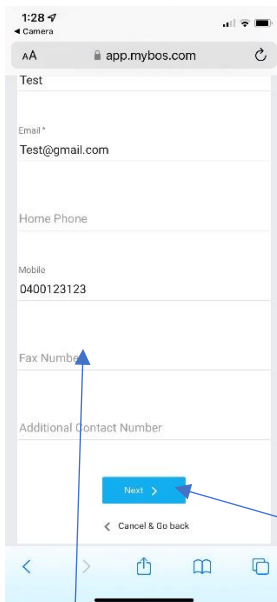
7. Once you have tap on the Update My Info button, scroll down the page and you will see the registration section:

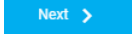


8. Please fill in the required fields (which has an asterick \* appearing next to the field name). Required fields are:

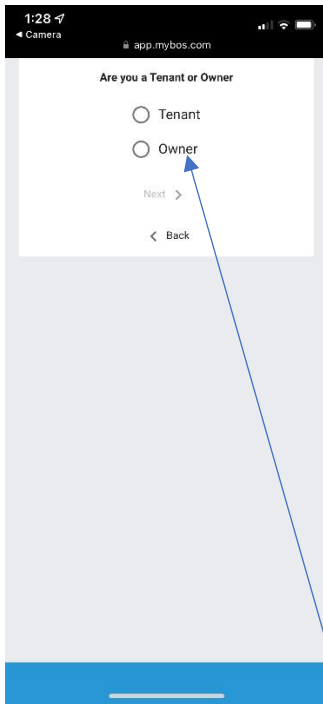
- **Apartment Number**
- **First Name**
- **Last Name and**
- **Email**


**NOTE:** It is optional to enter Mobile number but recommend to include if you would like to receive text messages for any general notification from the Building Manager



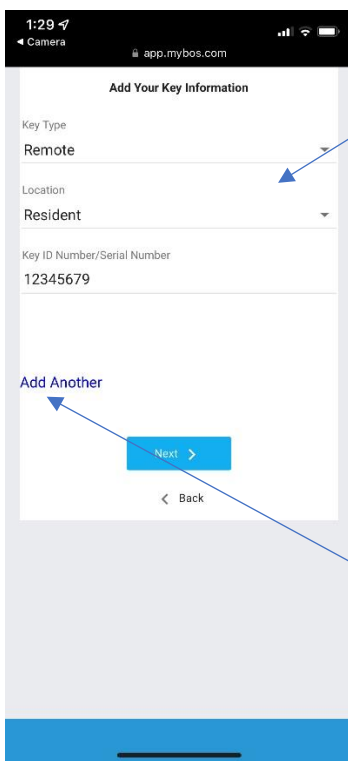
9. Once you have entered the necessary information, click on the **Next**  button. (**NOTE:** The **Next** button ONLY becomes available once all of the required fields are populated).

10. The following screen will appear:





11. Select the option either **Tenant** or **Owner** and then click on the **Next**  button to continue.

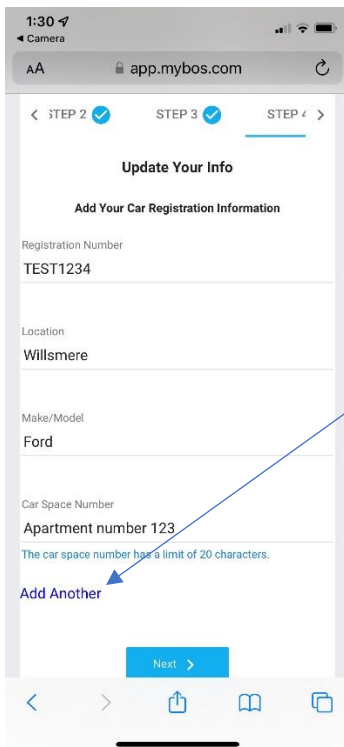
12. This following window will appear below. This section will allow you to register your gate remotes, fob or swipe card that you use to gain entry into Willsmere. This section is not required to be filled and can be bypassed by clicking on the **Next** button. In the example here, a remote has been registered.



13. If you wish to add more devices to be registered, click on the link **Add Another**.

14. Once you have updated the information or wish to bypass this screen, click on the **Next**  button.

15. The following screen will appear below to register your car details into MYBOS. This is not a required section and can be bypass by clicking on the **Next**  button. However, if you are registering your car details and wish to add more cars to be registered to your property, click on the link **Add Another**.



1:30  
Camera  
AA app.mybos.com

< STEP 2 ✓ STEP 3 ✓ STEP 4 >

**Update Your Info**

**Add Your Car Registration Information**

Registration Number  
TEST1234


Location  
Willsmere

Make/Model  
Ford

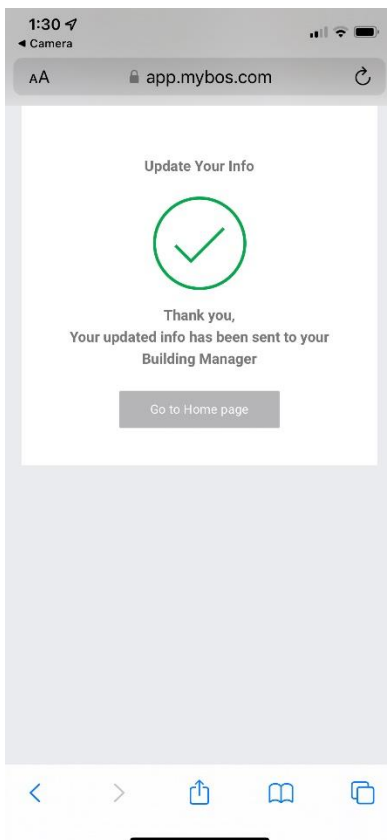
Car Space Number  
Apartment number 123  
The car space number has a limit of 20 characters.

[Add Another](#)

**Next >**

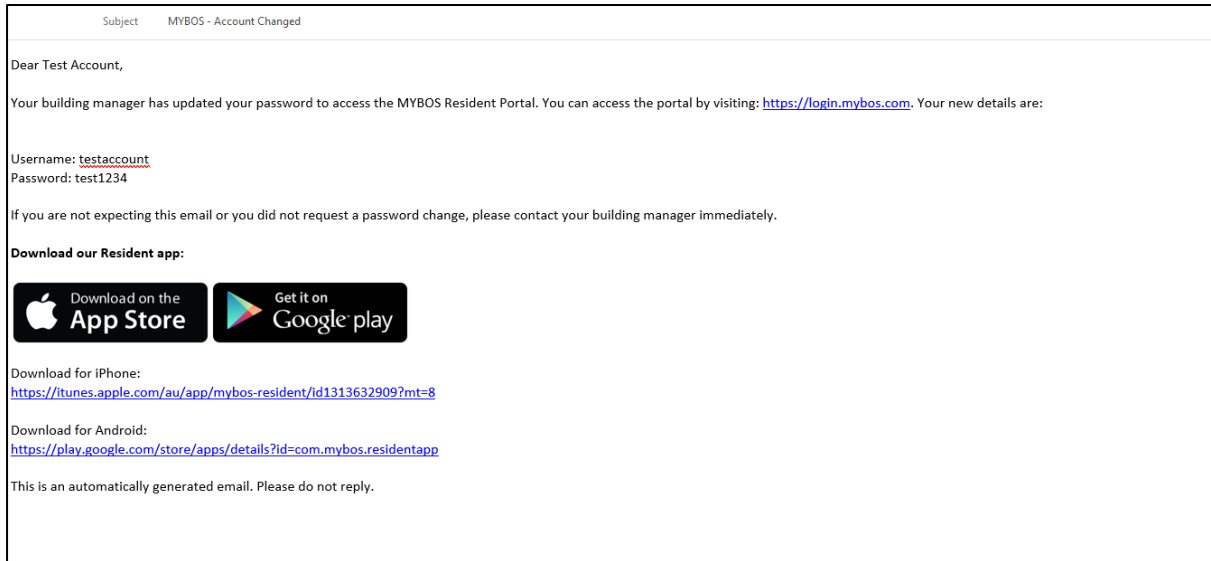
16. Once you have updated your car details or wish to bypass this screen, tap on the **Next**  button.

17. Once you have completed all sections, you will see the following screen below:



18. This is to inform to you that you have successfully registered for MYBOS.

19. The Building Manager will receive your notification and will setup an account for you. Once setup, you will receive an email notification with your username and password (see image below):



20. Once you have received this, you can now register any maintenance job using MYBOS via the website <https://login.MYBOS.com> using your new login details.
21. Alternatively you can download the **MYBOS Resident** app to your smartphone and login via the app to create your maintenance request. Below is the image of the MYBOS Resident app to install on your smartphone:



MYBOS Resident

(NOTE: make sure you download **MYBOS Resident** app and **NOT MYBOS BM** – which is used by the Building Manager).