

Registering an account in MYBOS for new Willsmere residents from a computer
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 Internet browser (i.e. Google Chrome, Safari, Microsoft Edge) and type in the address bar: <https://login.mybos.com>
2. Once you have type in the website address, you will see the following:



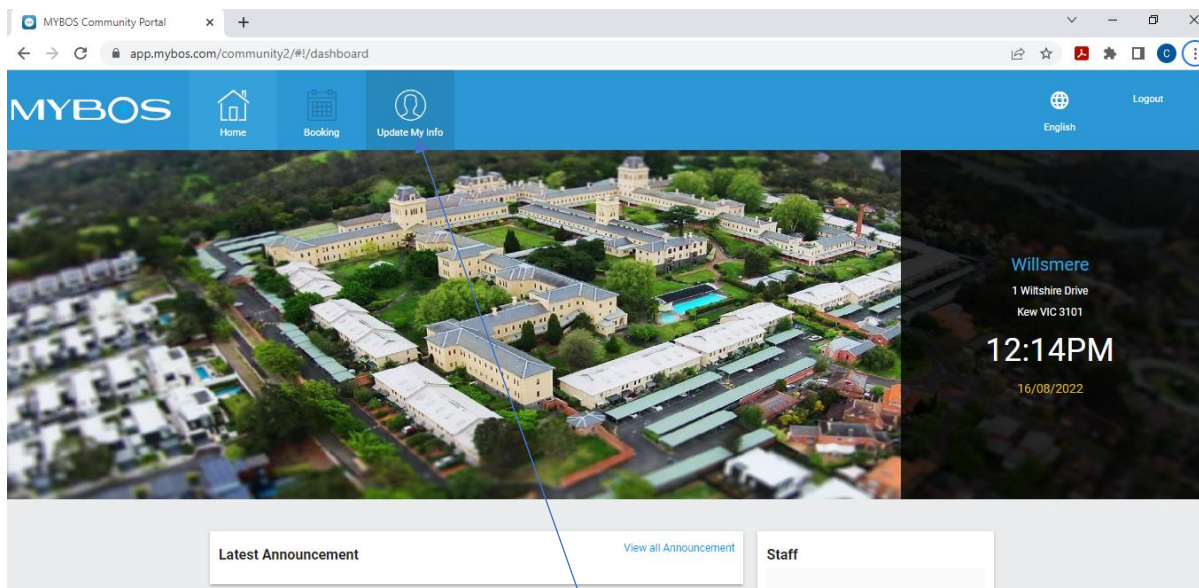
3. To register your access, use the following username and password to enter into MYBOS:

Email Address/Username: Contacts

Password: Contacts

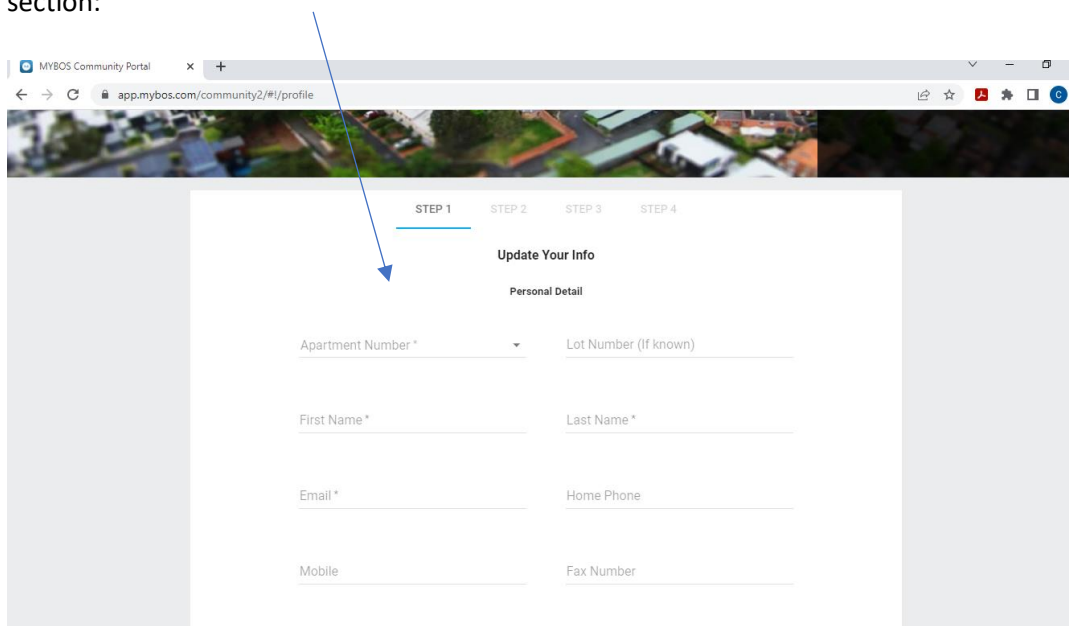
NOTE: password is case sensitive

4. Once you have logged in successfully, you will see the screen below if using a computer:



5. To create a login account, click on the option **Update My Info**  button located at the top of the screen.

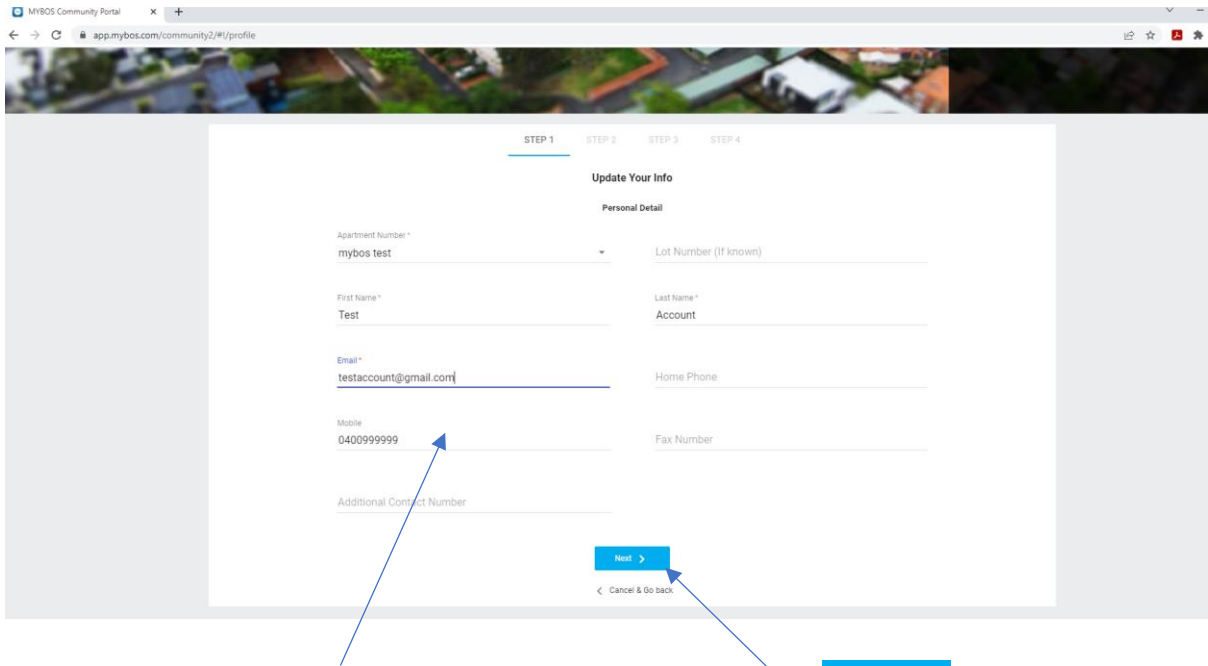
6. Once you have clicked on the Update My Info button, scroll down the page and you will see the registration section:

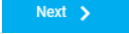


7. Please fill in the required fields (which has an asterick * appearing next to the field name). Required fields are:

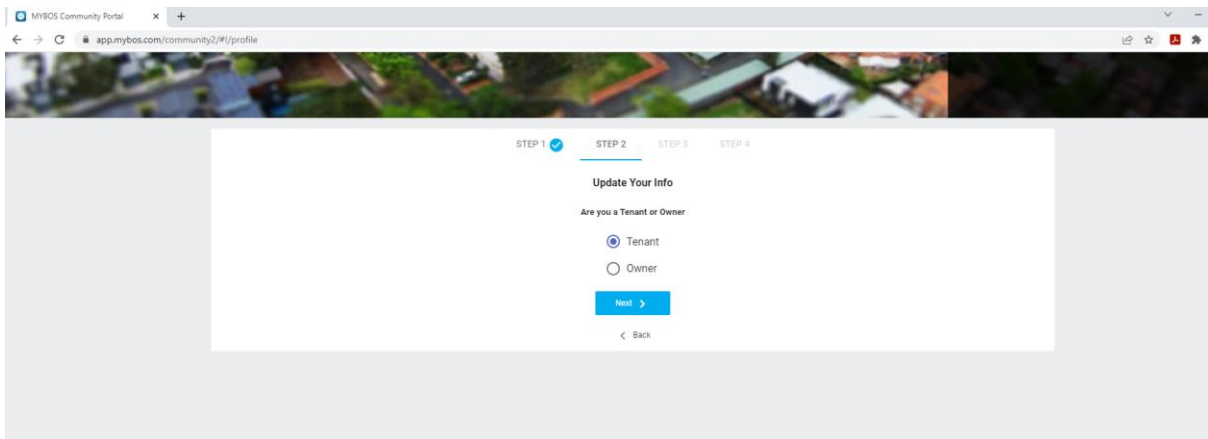
- **Apartment Number**
- **First Name**
- **Last Name and**
- **Email**


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



8. 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).**

9. The following screen will appear:





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

11. 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 bypass by clicking on the **Next** button. In the example here, a remote and a swipe card has been registered.


The screenshot shows a web browser window with the URL 'app.mybos.com/community2/#/profile'. The page is titled 'Update Your Info' and is part of a four-step process. The current step is 'STEP 3', 'Add Your Key Information'. It contains two rows of input fields. The first row is for a 'Remote' key type, with a 'Location' dropdown set to 'Resident' and a 'Key ID Number/Serial Number' field containing '123456789'. The second row is for a 'Swipe Card' key type, also with a 'Location' dropdown set to 'Resident' and a 'Key ID Number/Serial Number' field containing '123456789'. At the bottom left, there is a blue link 'Add Another'. At the bottom center, there is a blue 'Next >' button and a grey '< Back' button. A blue arrow points from the 'Add Another' link to the text in step 11, and another blue arrow points from the 'Next >' button to the text in step 13.

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

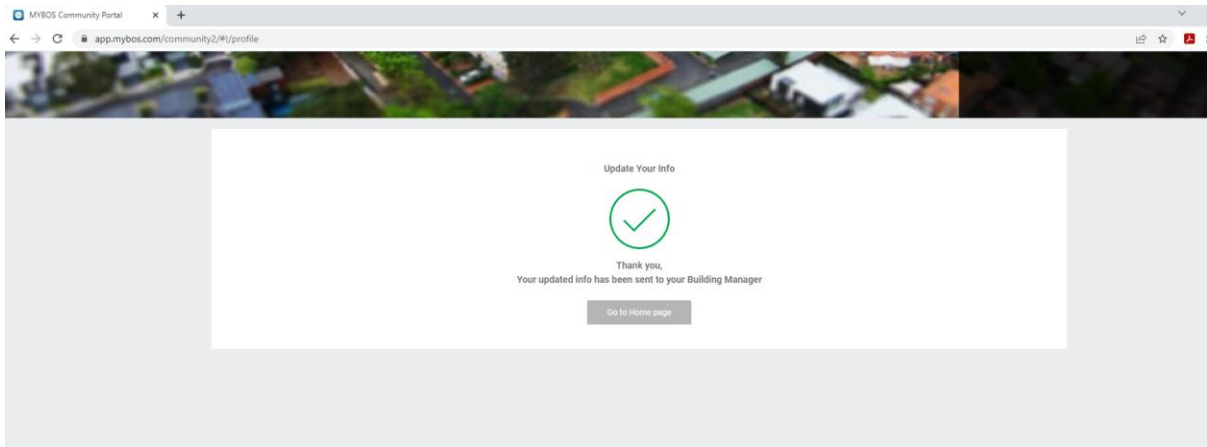
13. Once you have updated the information or wish to bypass this screen, click on the **Next**  button.

14. 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**.

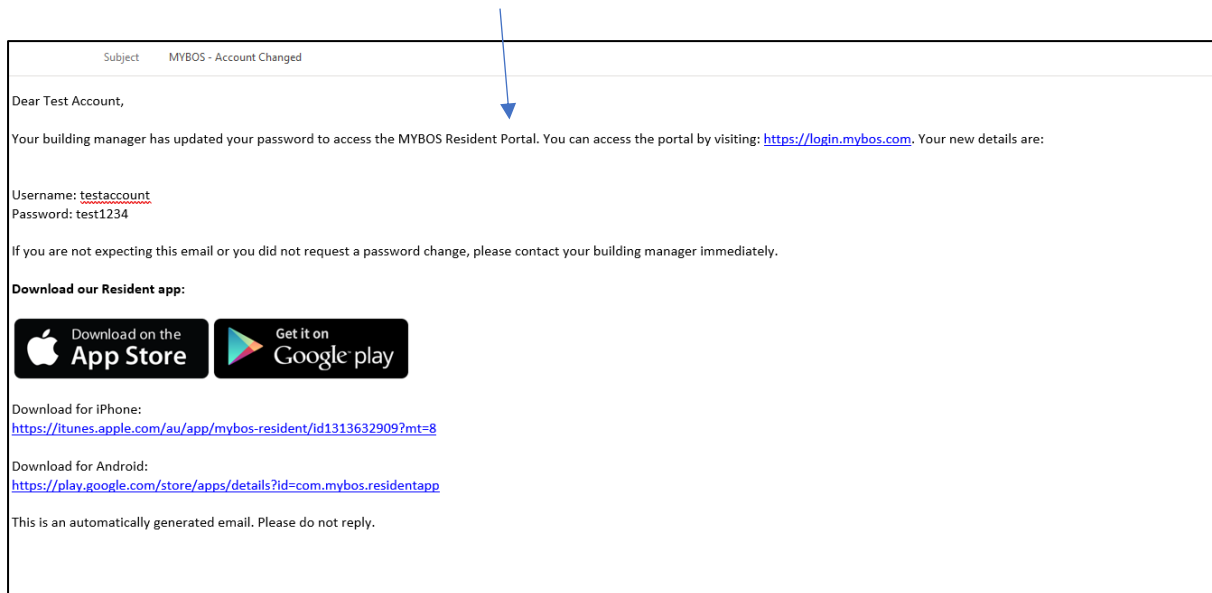
The screenshot shows a web browser window with the URL 'app.mybos.com/community2/#/profile'. The page is titled 'Update Your Info' and is part of a four-step process. The current step is 'STEP 4', 'Add Your Car Registration Information'. It contains two rows of input fields. The first row is for a car with 'Registration Number' 'TEST11234', 'Make/Model' 'Ford', and 'Location' 'Willsmere'. The second row is for a car with 'Registration Number' 'TEST2345', 'Make/Model' 'Holden', and 'Location' 'Willsmere'. Both rows have a 'Car Space Number' field containing 'Test Apartment'. At the bottom left, there is a blue link 'Add Another'. At the bottom center, there is a blue 'Next >' button and a grey '< Back' button. A blue arrow points from the 'Add Another' link to the text in step 14, and another blue arrow points from the 'Next >' button to the text in step 15.

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

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



17. This is to inform to you that you have successfully registered for MYBOS. 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):



18. 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.

19. 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).