## 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: <u>https://login.mybos.com</u> 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:

<	STEP 1	STEP 2	STEP 3	>
	U	pdate Your In	fo	
		Personal Detail		
Aparti	ment Numl	per *		*
ot Nu	umber (If ki	nown)		
First N	lame *			_
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- 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

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United Dive		
Home Pho	ne	
Mobile		
040012312	23	
Fax Numbe		
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Additional	Contact Number	
	Next >	
	< Cancel & Go back	
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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:

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	Are you a Tenant or Owner	
	O Tenant	
	O Owner	
	Next 🔉	
	< Back	
	/	\

- 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 bypass by clicking on the **Next** button. In the example here, a remote has been registered.

1:29 √ « Camera app.mybos.com Add Your Key Informati	il I I II		
Key Type			
Remote	-		
Locator			
Resident	-		
Resident			
Key ID Number/Serial Number			
12345679			
Add Another			
Add Another			
Add Another			

- 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**.

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✓ STEP 2	STEP 3 🥑	STEP 2 >
	Update Your Info	
Ado	d Your Car Registration Inforn	nation
Registration N	lumber	
TEST1234		
Location		
Willsmere		
Make/Model		
Ford		
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Apartment	t number 123	
The car space	number has a limit of 20 charac	ters.
Add Anothe	er	
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- 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:

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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):

Subject MYBOS - Account Changed
Dear Test Account,
Your building manager has updated your password to access the MYBOS Resident Portal. You can access the portal by visiting: https://login.mybos.com. Your new details are:
Username: <u>testaccount</u> Password: test1234
If you are not expecting this email or you did not request a password change, please contact your building manager immediately.
Download our Resident app:
Google play
Download for iPhone:
nttps://itunes.appie.com/au/app/mybos-resident/id1313632909?mt=8
Download for Android: https://play.google.com/store/apps/details?id=com.mybos.residentaon
This is an automatically generated email. Please do not reply.

- 20. Once you have received this, you can now register any maintenance job using MYBOS via the website <u>https://login.MYBOS.com</u> 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).