Smartwebs Sign-Up & Submitting a Design Review Application

This is a Step-by-Step guide on how to register in Smartwebs as an owner and how to submit a Design Review Application. If you have any issues completing this process, please contact the District Management Company:

Public Alliance
Address: 7555 E. Hampden Ave, Suite 501
Denver, CO 80231
**Phone: (720) 213-6621**

Smartwebs Sign-Up

Step 1: Access the SmartWebs Login Page:
1. Open your preferred web browser (e.g., Chrome, Firefox, Safari).
2. Navigate to the SmartWebs page: (https://smartwebs.com/).
3. Hover over 'Login' in the upper right corner and click on 'Resident Portal'.
- The page should look something like this:

Step 2: Locate the "**Residents: click here to set up your account**" option, below the Green "**Login**" button.
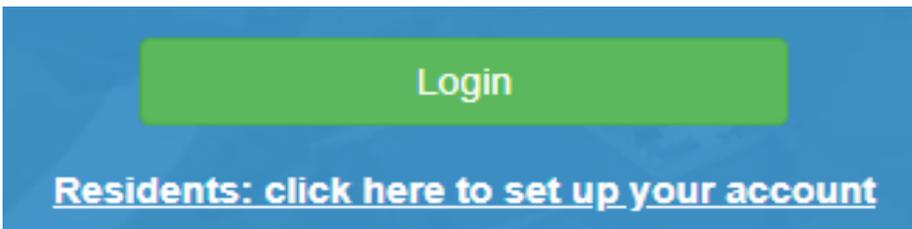
Smartwebs Sign-Up

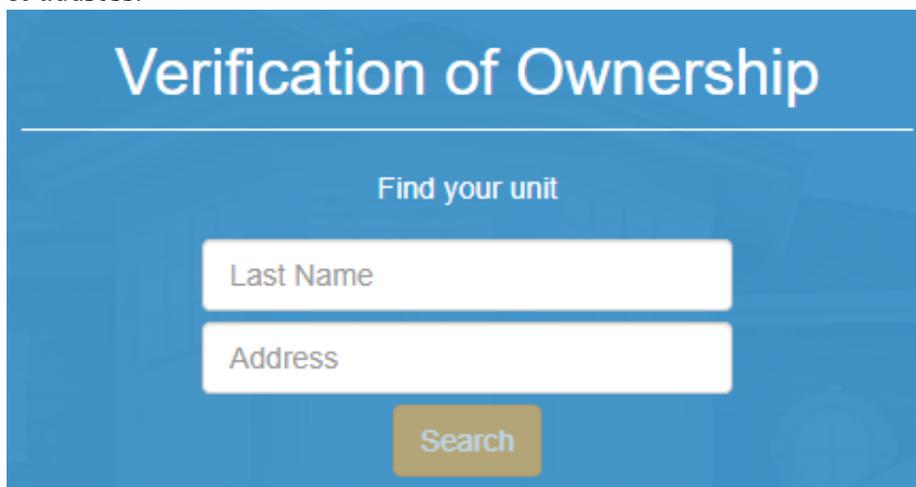**Step 3**: Enter Community Verification Details
1. Fill in the required fields in the "**Verification of Ownership (Find your Association)**":
   - **Association Name**
   - **Zip Code**
2. Click, "**Search**"
3. A search result window should pop up. Click the Blue "**Select**" button next to your community's name.

Step 4: Enter Your Owner Details
4. Fill in the required fields in the "**Verification of Ownership (Find your Unit)**":
   - **Last Name**
   - **Address**
5. Click, "**Search**"
6. A search result window should pop up. Click the blue "**Select**" button next to your name & address.

Smartwebs Sign-Up

Step 5: Select Verification Method
1. A verification window should appear with verification option(s):
   - **Email Verification**
   - **Text Verification**
2. Select your preferred verification option and then click "**Send Code**"
3. You will receive an email from No-reply@smartwebs, use the verification code provided in the email and click "Link Unit".
   Note: Check your spam or junk folder if you do not see the email within a few minutes.

Step 6: Registration
1. Verify the registration info, create a "Password", and confirm.
2. Once completed, click "Sign Up" and you're all set.

Step 7: Log in Using Your New Credentials
1. Return to the SmartWebs login page.
2. Enter the username and password you created during registration.
3. Click the "Login" button.

Submitting a Design Review Application

Now that you're logged in, let's go through the process of submitting a Design Review Application.

Step 1: Log in

- Log into SmartWebs using the login credentials you just created.

Step 2: Owner Dashboard

- Once logged in, you will land on the owner dashboard. Here you can edit your personal information, see messages and review Documents, Violations, and Architectural information.

Step 3: Accessing the ARC form

1. Under the "Quick Actions" tab on your dashboard you will find the ARC Online form. If you hover your mouse over the box, you can click on it, and it will open the ARC Online form.
2. Enter all necessary information into the form fields and be sure to include the following as attachments:
   - A plot map, which shows measurements of your property lines
   - Your Design Plan(s), this should include all information regarding your project
   - Images or sample descriptions of materials to be used within your design plan
   - Any other important information that will assist the Design Review Committee
3. Don't forget to review the Applicant Acknowledgement disclosures, Date and Signature and check the ☒
   - Be sure to double check all information has been entered correctly and once satisfied, click the Blue "Submit" button at the bottom of the page.

Submitting a Design Review Application

Step 4: Accessing your application

- Once your application has been successfully submitted, you should find it located under the "Architectural" tab on your dashboard.