

PerfectMind Login Instructions
February 2024

How to login for the first time?

Now that we have a method to pay fees online, we are sure you have some questions about how to login for the first time. Please see our step-by-step instructions on how login using PerfectMind.

You will receive login details in an email. The email will look like this:

Your Login Information for Hotchkiss Owners Association.



Hotchkiss Owners Association <communication@xplorrecreation.com>
To [REDACTED]

Reply Reply All

This sender communication@xplorrecreation.com is from outside your organization.

Dear Jane Smith,

Welcome to Hotchkiss Owners Association.

Your Login Information is:

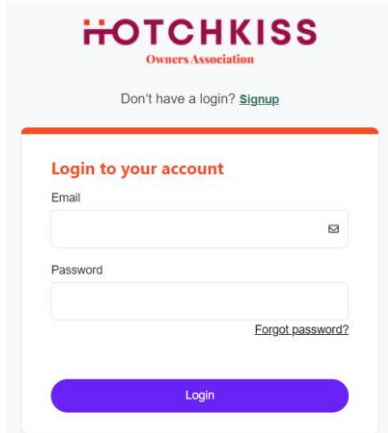
User Name [REDACTED]
Password [REDACTED]

Visit us now at: <https://hotchkissoa.perfectmind.com/>

You can change your profile information on the following page: <https://hotchkissoa.perfectmind.com/MyProfile/Contact>

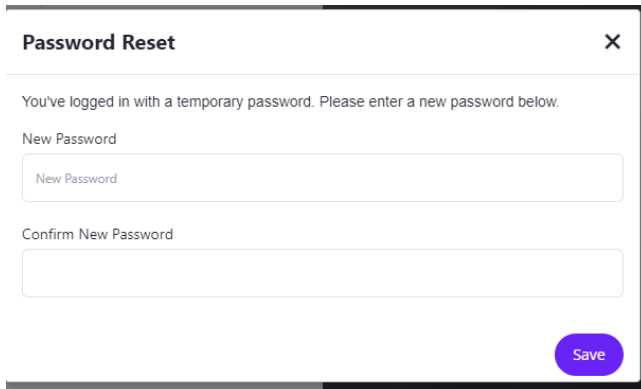
Regards,
Hotchkiss Owners Association

Click on the links in the email and you will be able to sign into your account using the login details in the email. Our login page looks like this:



The screenshot shows the HOTCHKISS Owners Association login page. At the top, the logo 'HOTCHKISS Owners Association' is displayed. Below the logo, there is a link for 'Don't have a login? Signup'. The main section is titled 'Login to your account' and contains two input fields: 'Email' and 'Password'. A 'Forgot password?' link is located below the password field. A purple 'Login' button is positioned at the bottom of the form.

Use the email address and password provided in the email you received, and log in. You will immediately be prompted to create a new password:



The screenshot shows a 'Password Reset' dialog box. The title bar includes the text 'Password Reset' and a close button (X). The main content area contains the instruction: 'You've logged in with a temporary password. Please enter a new password below.' There are two input fields: 'New Password' and 'Confirm New Password'. A purple 'Save' button is located at the bottom right of the dialog box.

Once you've created a new password, you will need to log in again, but this time with your new password.

You've now successfully logged in to your HKOA membership portal, and should be able to view your account details, including fees owed. Your account will look like this:

Family Member Detail

[Edit](#) [Manage Login](#) [Add Family Member](#) [Invoices](#)

Jane Smith Shared Credit
\$0.00

[Smith Family](#)

▼ General Information

First Name: Jane
Last Name: Smith
Age: 42
Birthday: 01/01/1982
Third Party User Identifier:
I acknowledge I am over 18 years of age: --None--

▼ Contact Information

Primary Phone Type: Mobile
Secondary Phone Type: Work
Primary Phone: 555-444-7894
Secondary Phone:
Mailing: 123 Perfect Street North.
PerfectMind, California
United States, 79851
Email: [REDACTED]

What do I do if my information isn't correct?

You can change your email address and mailing address on file directly in this portal. If you notice that your name is misspelled, please email admin@hotchkissoa.com and provide us with your Hotchkiss address and correct spelling of your name and we will ensure our records are corrected.

Thank you,

Your Hotchkiss Owners Association



200, 37 Quarry Park Blvd SE
Calgary, AB T2C 5H9
403-253-3311
admin@hotchkissoa.com
www.hotchkissoa.com