## How to update your primary mailing address in Comweb Portal:

Log in to Owner's portal.

Select "My Profile" on the left side of the screen.



Look at the right side and see "Mailing Address", select "New", update the address, then check the box as "Primary", then save.



Please note, your community may be subject to a Leasing Cap and a Leasing Permit may be required. If you're changing your address because the home is leased, please contact management immediately. The Covenants do indicate that the HOA needs a signed lease, and your account will need to be updated to reflect the home is leased.