

Archway HOA Management Caliber Portal Login Creation Instructions

At the Portal login screen select Create login:

1. Enter your Account Number (Account Numbers can be found on statements, Coupon books or by calling or emailing Archway HOA Management. Only the first 9 numbers are needed for registration.)
2. Enter the Email Address that is associated with your account.
3. Select Submit Registration
4. After clicking Submit Registration, if the email address is not on file with Archway HOA Management, you will be prompted to enter your Unit Address that is associated with your account. The unit address must match what is in the system.
5. Select Submit Registration
6. If there is more than one Owner, a drop down will appear allowing you to select the appropriate person.
7. Select Submit Registration

Once you have selected Submit Registration:

1. Verify that you received the message “You will receive an email containing a link to create your login and password shortly.”
2. Go to your email inbox for the email address you provided and locate the email sent to you with the subject, “New Account Registration.”
3. Click on the link provided.

Create Login Credentials:

1. Enter a Username of your choice. (Usernames must be at least six (6) characters.)
2. Enter a Password of your choice. (Passwords must be at least eight (8) characters and contain at least one (1) uppercase letter, one (1) lowercase letter, and one (1) number.)
3. Confirm Password.
4. Select Submit
5. If your username is already in use, you will be required to select another username until you enter one that is available.

Once you have selected Create Account, you will receive, “Registration success!”