

# Muir Woods Subdivision Homeowners Association, Inc.

Finalizing The Set-up Of Your Online Account With Iron Eagle Management Company

Iron Eagle Management Company is Muir Woods New Management Company

Iron Eagle has already created a homeowners account for you with an account number.

If you want the convenience of being able to review your account online - you will need finalize the account with your personal password to view your account.

To finalize the account, contact Iron Eagle at 208-336-8888, Monday-Friday from 9AM – 5PM.

Provide them with the homeowners association, your name and email address. They will email you a link (it will take 5-10 minutes to arrive). Due to security, this link is time sensitive, so plan on setting up the account immediately after you receive it.

Select the **ACTIVATE ACCOUNT** link in the email. This will open a setup page in your browser.

This will bring you to **CREATE PASSWORD**, enter your password twice in the boxes. Hit Enter.

This will bring you to **Fill In EMAIL ADDRESS**, enter your email address. Hit Enter.

Note: Your email address becomes your account name for online sign-in.

Fill In the **PASSWORD** (the one you just created). Select **SIGN-IN**.

Note: Save your user's name and password in your browser and bookmark the page for future easy access.

Read and **Accept the Terms of Service**.

You will get a Welcome to Resident Center message page. Select **Continue To Resident Center**

You are now signed in to your online account and can review any of your information.

With this account you will be able to:

- View your account balance.

- Make online association dues payments and setup bill pay.

- Submit requests online.

- Download and view documents.

- Communicate with the management company.

Note: It is not required that you setup this online account to be billed for and pay homeowners dues. Iron Eagle will email or postal mail dues invoices to you, with your account number on the invoice. Dues can be paid using a number of ways such as; online auto pay, bill pay, hard copy checks. Setup instructions for those methods will be documented.

Please contact Iron Eagle if you have any account setup or dues paying questions.

There are a couple of board members that will assist you with the setup of this online account if needed.

Muir Woods Homeowners Association Board