HOW TO HIDE YOUR ADDRESS AND NAME

- 1. Log in to <u>novatoheights.com</u> using your email and password.
- 2. Click on your account name in the upper right hand corner of the screen to access the user menu. Then click on Account Settings.



3. On the Account Settings screen, click on the Privacy tab.

Account Settings

| | 📽 Members | Privacy | |
|---|-----------|---------|--|
| Hide this information from the resident directory Home phone numbers Community addresses () | | | |
| External addresses ① | | | |
| Hide my account completely from the directory | | | |
| Save | | | |

- 4. Check the box indicated to completely hide your address and name from the Resident Directory.
- 5. Click on the Save button to save your changes.
- 6. Close the website in your browser and then reopen it (You may need to log in again). Check the Resident Directory to make sure the entry for your address is omitted.