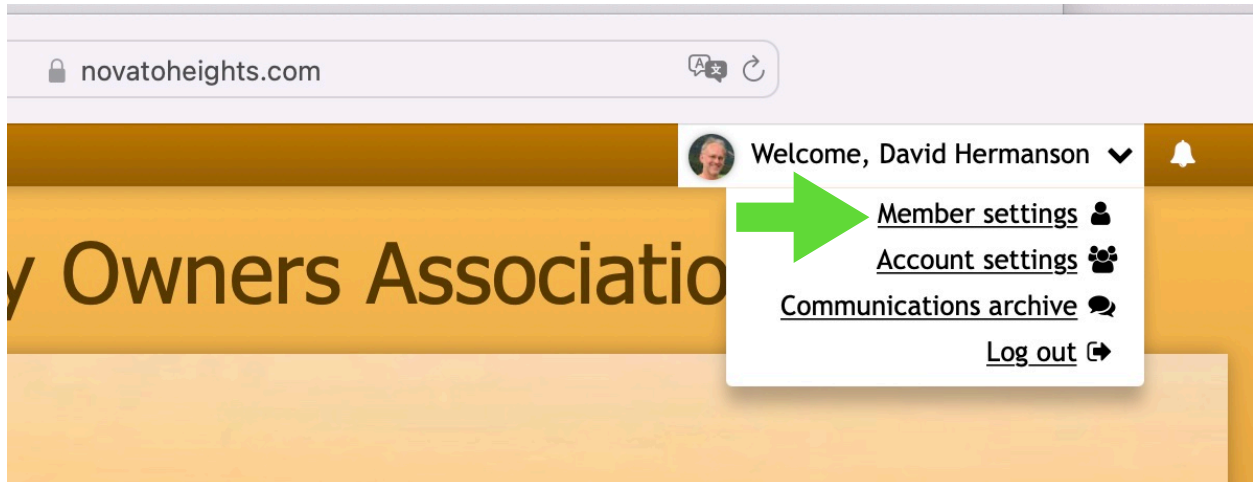


HOW TO HIDE/SHOW YOUR CONTACT INFO

1. Log in to novatoheights.com 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 Member Settings.



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

Member Settings

A screenshot of the Member Settings page, specifically the Privacy tab. The page has a navigation bar with tabs for General, Profile, Password, Contact, Privacy (highlighted in green), and Admin. Below the navigation bar, there is a section titled "Hide this information from the resident directory..." with two checkboxes: "My email address" and "My cell phone number". A green arrow points to the "My cell phone number" checkbox. Below this, there is a section titled "If I am listed in a leadership role... (e.g., board/committee member)" with three radio button options: "Show my email address" (selected), "Hide my email address", and "Use this email address instead:". Below the radio buttons is a text input field containing the email address "you@example.com".

4. Check the boxes indicated to hide either your email address or your cell phone number 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 displayed as you expect.