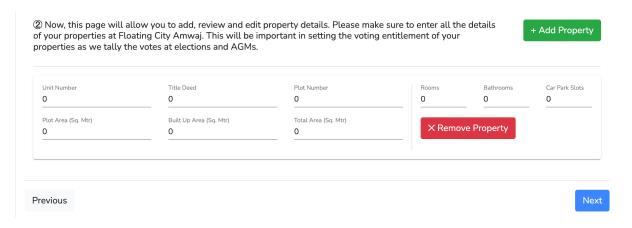# How to sign up onto the Floating City Web Portal?

- Step 1:
  Please enter all of your details. If your details are available in our system from past AGMs, upon entering your government ID number (Passport or CPR), your details will automatically be populated below. Use this time to verify or update your details as you see fit.

① Let's start by entering your details. Do keep in mind that these are your personal details and nobody apart from you are authorised to change these details, and any access to your records will be notified to you by email. Kindly ensure that you enter your Goverment ID number (CPR), mobile number and valid email address since these are important in collecting your records and keeping you updated.

| CPR Number * | Name * | Member Type * Owner ▼ | Choose file   No fil...chosen |

| Address 1 | Address 2 | Address 3 |

| Phone 1 | Phone 2 | Mobile Number | Email ID * |

Skip Property Details   Next

- Step 2:
  Press "Next" to take you to the properties page, which will allow you to add, review and edit property details.

② Now, this page will allow you to add, review and edit property details. Please make sure to enter all the details of your properties at Floating City Amwaj. This will be important in setting the voting entitlement of your properties as we tally the votes at elections and AGMs.

+ Add Property

Unit Number	Title Deed	Plot Number	Rooms	Bathrooms	Car Park Slots
0	0	0	0	0	0

Plot Area (Sq. Mtr)	Built Up Area (Sq. Mtr)	Total Area (Sq. Mtr)	
0	0	0	✕ Remove Property

Previous   Next

- Step 3:
  As you click next, make sure to enter your documents pertaining to each individual property. These include the title deed of your property, and if applicable, the receipt of EWA payment as proof of electricity and water connectivity. Please make sure that you upload only PDF documents here, images and other document types will not be supported. These will be later verified by the administrator and will determine your access to the features in the portal.

③ Here, you will need to upload your documents such as your CPR, the title deed of your property, and EWA receipt. Please make sure you set the type of document that you are uploading, so that it will be easier to record all the documents that you have sent to us. These documents will be verified by the Property Management Company, and its status will be changed from *"In Process"* to *"Valid"* or *"Invalid"* as per the decision of the team at the processing of the document.

(PLEASE NOTE: Acceptable file types are: PDF. Please ensure that the document is legible before uploading it. Images cannot be uploaded here.)

Entering Documents for Property Number:

Unit Number
0

Document Name

Document Type   ▾

| Choose file | No ...sen | 🗑

+ Upload Document

Previous   Next

- **Step 4:**
  Finally, kindly enter your password and click on the submit button. A registration mail will soon follow and you will gain access to the Portal.

④ Now, confirm your login credentials to gain access to the Portal.

Please note that your CPR number will act as your username to gain access to the portal. Kindly enter your password now.

Username
1

Password
••••••••••

Confirm Password
••••••••••

Previous   Submit