



NEW MARK COMMONS HOMES ASSOCIATION, INC.
C/O ABARIS REALTY INC.
7811 MONTROSE RD STE 110, POTOMAC MD 20854-3349
301-468-8919; www.newmarkcommons.org

ANNOUNCING NEW POOL REGISTRATION SYSTEM: MEMBER SPLASH!

New Mark is pleased to announce that we are launching a new pool online membership management system. As part of the pre-launch process, we have worked hard to import all current New Mark residents from Abaris Realty's resident database into the new system. Due to differences in formatting and how information is stored there will be some records that are incomplete or need to be adjusted. We ask that when you first log into the new system you please take a moment to verify all of your account information and make any corrections needed. Renters who have owner permission to use the pool will need to contact Abaris and provide a copy of the lease agreement in order to be activated within the system. If you have any questions or need assistance making changes, please contact us at:

Abaris Realty, Inc.
Attention: Kaitlyn Ambush
7811 Montrose Road Suite 110
Potomac, MD 20854
Fax: 301-468-0983; Email: kambush@abarisrealty.com

To log into your new account please complete the following steps:

1. Go to <https://newmarkcommons.membersplash.com>.
This will take you to a login screen.
2. **The default username for your account is your full street address all lowercase, no spaces and spell out esplanade, court, circle, and way. For example:
100newmarkesplanade**
3. The **default password** is: NewMarkCommons

Upon first log-in you will get a message in a yellow box at the top of the screen directing you to provide additional information.

Your account is missing the following required information. You'll need to update it before proceeding.

Your password needs to be updated.

An email address is required for the billing member on the account.

4. At a minimum you will be prompted to pick a new password. Please take a moment to update it to something secure and be sure to store that password somewhere. If you ever lose your password you can use the password reset link, but this requires a valid email address on file. You can store one email address per adult member by clicking **Edit** next to their name on the account management screen. Each household will have their own password, multiple passwords per household are not needed.

5. Edit and delete members. To edit a member, click on the pencil icon. To delete a member, click on the trashcan icon. To upload a picture, click on the camera icon. ***Please remember, all members must have the same permanent address.***



6. **You must upload a face shot of each individual in your family membership under their name.** *To do so, click on Manage Account, Account Details, add each photo by clicking on the camera icon after each member's name. Please use a close up headshot or cropped face photo.*
7. Add emergency contact info. To do so, click on the red pencil icon next to emergency contact info and add the correct info.

As a member you do not have permission to add individuals to your household account. If you have additional family members living with you, please submit the next form, Attachment 2 "New Mark Commons Homes Association 2021 Pool Registration," to kambush@abarisrealty.com and Pool@newmarkcommons.net. During this initial set-up period the Pool Committee will be assisting Abaris in adding household members as appropriate. Thank you for taking the time to complete your residency profile within the new system. We look forward to seeing all of you this summer.