

Resident Portal: How to Register for a New Account

Below are the steps to creating your Resident Portal account.

1. Access <https://resident.actionlife.com> in a web browser.
2. Click on the Register button.
3. There are two options to continue with registering: by using your Account Number or by using an Authorization Code.
 - a. Account Number
 - i. Enter your full, twelve-digit account number.
 1. If you do not know your twelve-digit account number, please contact your Management Team or Community Care by sending an email to communitycare@actionlife.com or by calling (800) 400-2284. Please provide the property address and name of the Owners on the deed.
 - ii. Click Submit.
 - iii. In the validation step to “Choose a name that is listed on the deed of your property”, select the option that matches the last name of an Owner on the deed of your property.
 - iv. In the validation step to “Choose your property address”, select the option that matches the address for your property.
 - v. Click Submit
 - b. Authorization Code
 - i. Enter your full, case sensitive Authorization Code.
 1. If you have not been provided an Authorization Code, please contact your Management Team or Community Care by sending an email to communitycare@actionlife.com or by calling (800) 400-2284. Please provide the property address and name of the Owners on the deed.
 - ii. Click Submit.
4. Fill in the information on the Finish Setting Up Your Profile page to match your personal information (this information does not need to match the deed).
5. Click Register. You will now be logged in.

If you have any difficulty, please contact Community Care by sending an email to communitycare@actionlife.com or by calling (800) 400-2284.