How To Sign Up For Town Sq

TownSq is an important tool for residents of Hampshire. It is the most reliable way to connect with Hampshire's Board of Directors and the community manager, CASI (Community Association Services of Indiana – a division of Associa).

What You Can Use Town Sq For

- View and manage your account
- Pay assessments
- Submit Architectural Change Requests
- Make requests for information
- Report maintenance issues
- Send a message to the Board and to the property manager

- View Documents such as meeting minutes, financial reports, and governing documents
- Take part in surveys
- Access special offers from vendors with special pricing for residents
- Find contractors
- Register your pet on the pet registry
- And much more!

How To Set Up Your Town Sq Account

1. Obtain your account number which is found on your assessment or by contacting CASI at (317) 875-5600 (8:30 am – 5:00 pm Monday - Friday)
2. You must sign up for TownSq using a browser (not the app).
3. Using Google Chrome as your browser on your computer or smartphone:
   a. Visit www.townsq.io
   b. Click on "Log in" in the top right corner
   c. Click "Managed by Associa? Register here"
   d. Type in your account number and zip code
   e. Click "sign up" and create your username and password
4. You can then download the TownSq app from your preferred app store and sign in to your account on the app.

How To Set Up Accounts For Other Household Members

1. Create a "Request" on your existing TownSq account.
2. As part of your request, indicate:
   a. Which address is to be associated with the account
   b. A valid email address for the family member
   c. First and last name of the family member
   d. A phone number is optional
3. From there an email will be sent with log in/account creation instructions.

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