



AFINCADOS · HELP CENTER

Getting started

Sign in for the first time, set up your profile and learn your way around the app.

Audience	Getting started
Version	v1.0.0
Generated on	01/08/2026 10:06
Language	English
Articles	2

Table of contents

- 1. Getting started
 - 1.1 Finding your way around: communities and tabs
 - 1.2 Signing in and completing your profile

1. Getting started

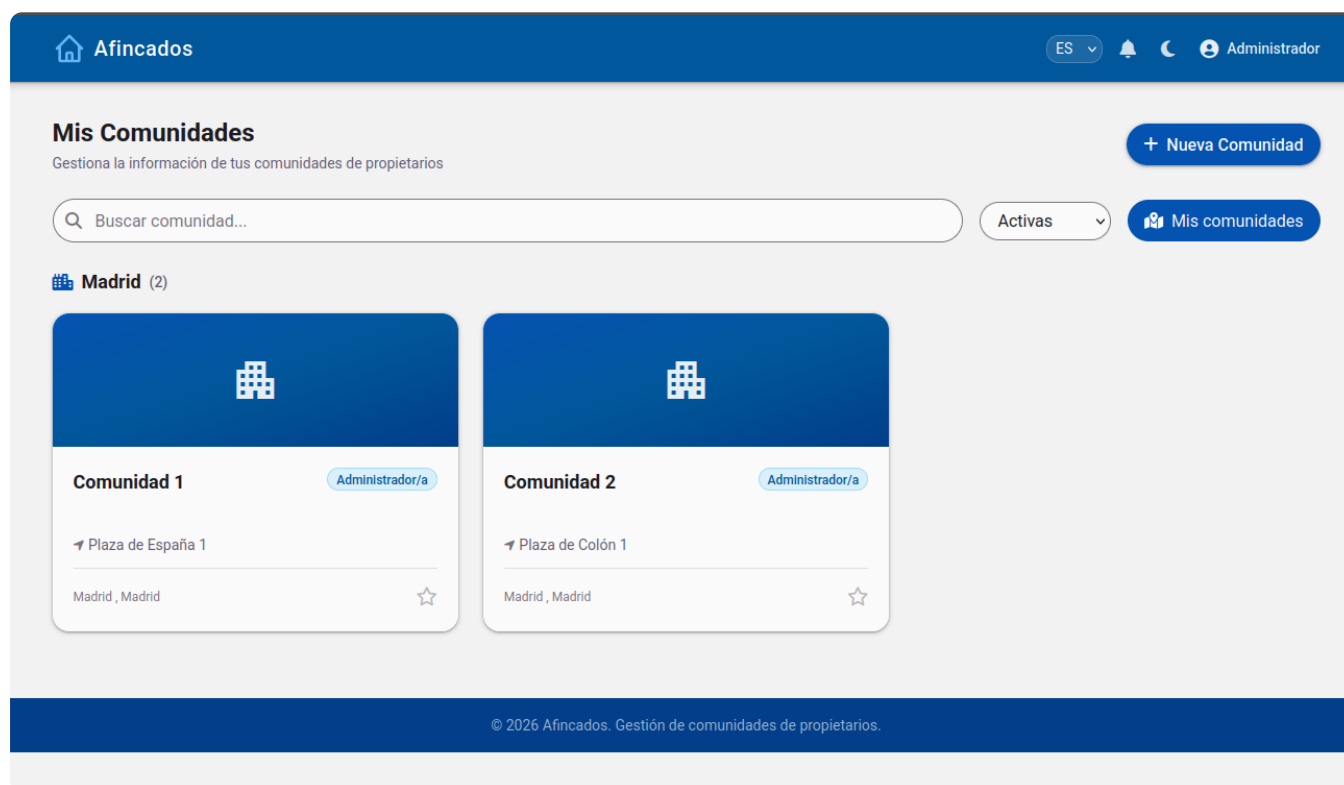
Sign in for the first time, set up your profile and learn your way around the app.

1.1 Finding your way around: communities and tabs

Updated on 01/08/2026

Get to know the community list, the community page and its working tabs.

The whole application revolves around the **community**. When you sign in you see the list of communities you belong to and, inside each one, a page with tabs where all the day-to-day work happens.



My Communities: one card per community, showing your role in each.

The community list

This is the screen you land on right after signing in. Each community shows its name, its address and a summary of its activity.

- A **resident** will usually only see their own community here.
- A **property manager** sees every community they manage and can search them by name.
- Click the **star icon** to mark a community as a favourite so it always appears first.

The community page

Clicking a community opens its page, organised into tabs. You will see some or all of them depending on your role:

- **Overview:** general details and recent activity.
- **Properties:** the units, their owners and their ownership shares.
- **Users:** the people registered in the community.
- **Fees:** regular fees, extraordinary fees and payments.
- **Incidents:** faults and their progress.
- **Meetings:** meeting notices and minutes.
- **Documents:** the community document archive.
- **Messages:** conversations with the community.

Tabs load independently, so you can move between them without losing what you were looking at.

Language and appearance

The application is available in **Spanish**, **English** and **Italian**. You can change the language from the selector in the top menu; the interface, the emails and the documents you generate will follow the language you choose.

From **My profile** you can also switch on the **dark theme**, which is easier on the eyes in low light.

Notifications

The **bell icon** in the top menu shows your pending alerts: new meeting notices, replies to your incidents, published fees or messages received. Clicking an alert marks it as read and takes you straight to the content.

1.2 Signing in and completing your profile

Updated on 01/08/2026

Sign in for the first time, check your details and finish setting up your profile.

Your property manager or the president of your community creates your user account and emails you your credentials. This article explains how to sign in for the first time and get your profile properly set up.

From «My profile» you update your phone, email, avatar and password.

Signing in

1. Open the application in your browser.
2. Enter the **email address** your account was created with and the **password** you received.
3. Click **Sign in**.

You can also sign in with your **Google account** using the corresponding button, as long as you use the same email address registered in the community.

Forgot your password?

Click **Reset password** on the sign-in screen, enter your email address and you will receive a link to set a new one.

Confirming your details

The first time you sign in, the application will ask you to review the details held by the community. Pay particular attention to:

- **Full name:** it appears on minutes, meeting notices and notifications.
- **Email address:** this is the channel used to send you notices and alerts.
- **Phone number:** used for urgent community alerts.

If anything is wrong, correct it and save. If a field cannot be edited, contact your property manager.

Completing your profile

Go to **My profile** from the user menu in the top right corner. From there you can:

- Change your **name**, **phone number** and **email address**.
- Upload an **avatar** or profile picture.
- Change your **password**.
- Switch between the **light and dark theme**.

Security recommendations

- Change the password you received by email as soon as you sign in for the first time.
- Use a password you do not reuse on other services.
- Do not share your credentials: every resident should have their own account.