



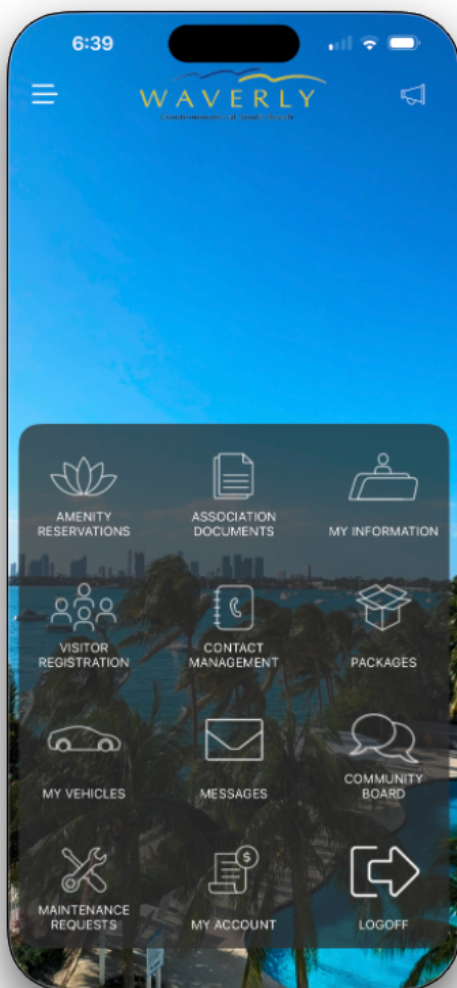
How to Navigate The Waverly App

1. Download KWIC Mobile App here:

Apple App Store: [Download for iOS](#)

Google Play Store: [Download for Android](#)

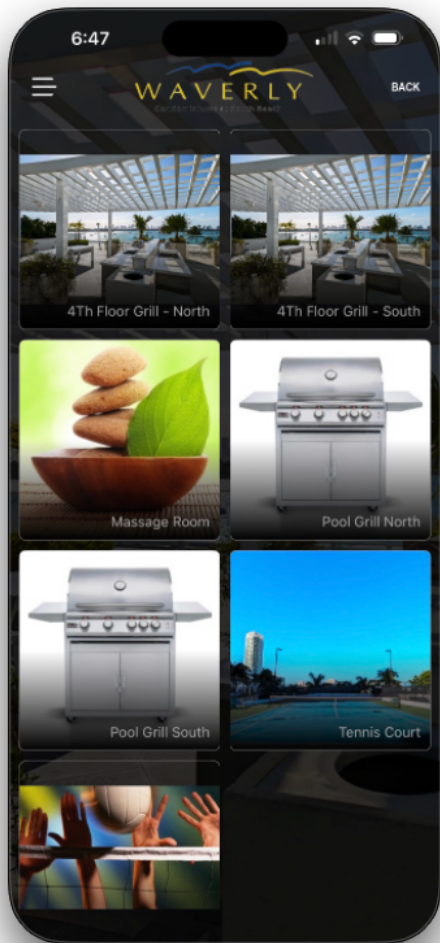
2. Once downloaded, the same login credentials as you would view web.



DASHBOARD

This is your dashboard, where you can access all the features available in the app from checking packages and submitting work orders to updating your profile and more

In the top right corner of the page, you'll find the megaphone icon, which allows you to view all announcements published by management.



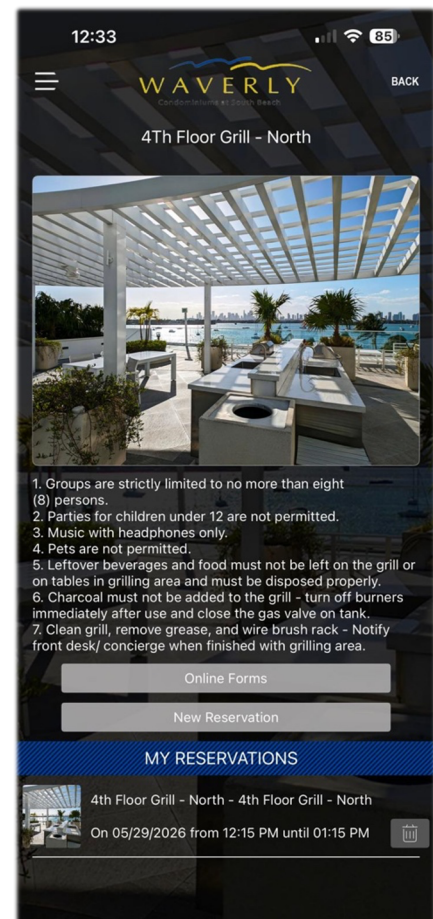
AMENITY RESERVATION

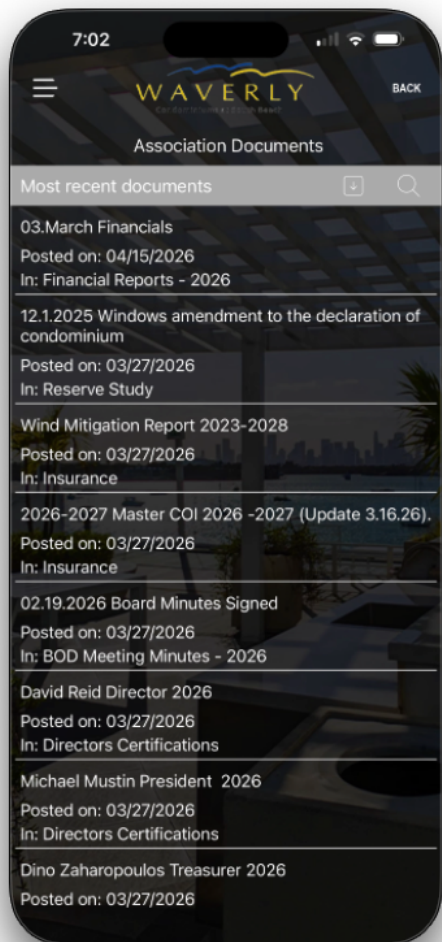
Explore all the amenities available in our community such as grills, the tennis court, the massage spa, and more!

To reserve an amenity, simply select your preferred option and tap New Reservation. You'll be taken to a calendar where you can choose your desired date and view existing bookings from other residents. Once you've selected a date, tap Reserve, complete the required details, and submit your request.

AMENITY RESERVATION (cont.)

If you made a reservation and would like to cancel it during your booked time, go to the amenity where you placed the reservation. At the section where it says "My Reservations," tap the bin icon on the bottom right-hand side to proceed with the cancellation.





ASSOCIATION DOCUMENTS

Here, you'll find all documents and forms shared by management, such as financial reports, rules and regulations, important announcements, and more.

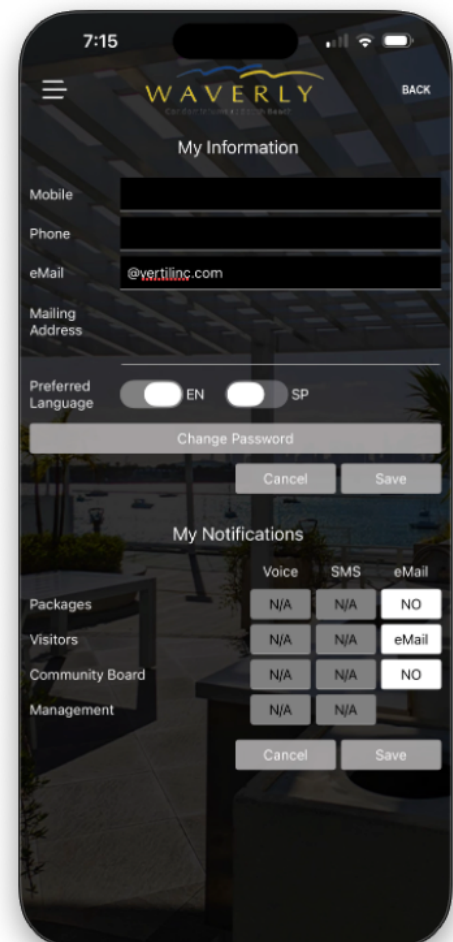
Using the magnifying glass icon at the top right, you can search for specific documents or filter them based on what you're looking for. Once you've found a document, tap it to view its contents.

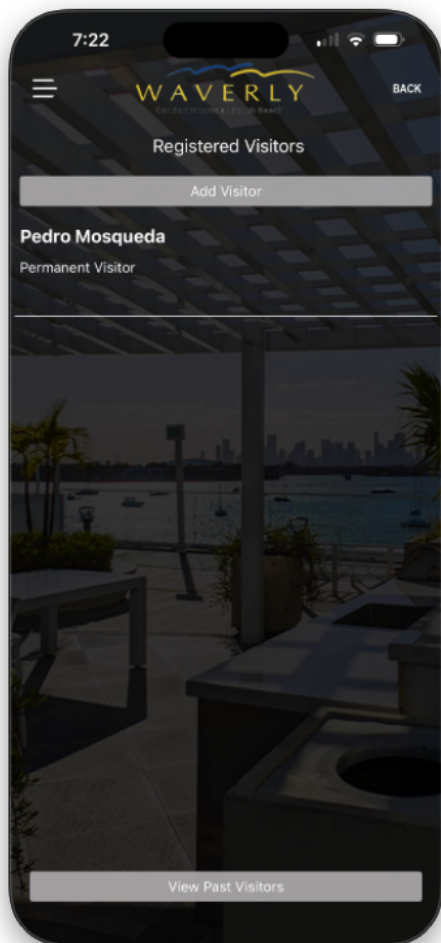
On the other hand, the arrow icon next to the magnifying glass lets you view all documents organized by folder. When you tap on a specific folder, it will display all the documents or files within it.

MY INFORMATION

This is where you can view and update your basic information. You can also change your password and set your preferred language.

On the lower half of the page, you can manage your notifications for packages, visitors, the community board, and management updates. Be sure to tap the Save button after making any changes.





VISITOR REGISTRATION

This is where you can view all the visitors you've registered, as well as add new visitors. To add a new visitor, tap the Add Visitor button at the top and enter all required details, including the visitor's length of stay. Once completed, tap Save.

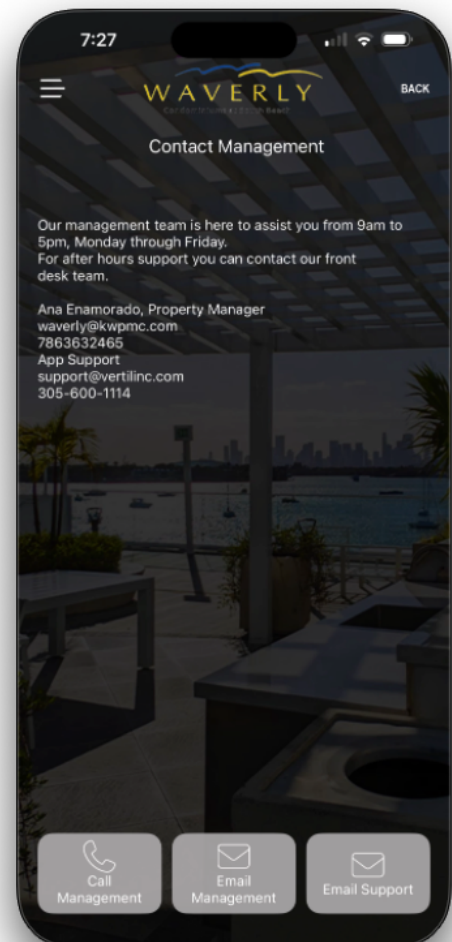
If you already have a registered visitor and need to update their information or adjust their stay duration, simply tap the visitor's name on the Visitors page and make the necessary changes.

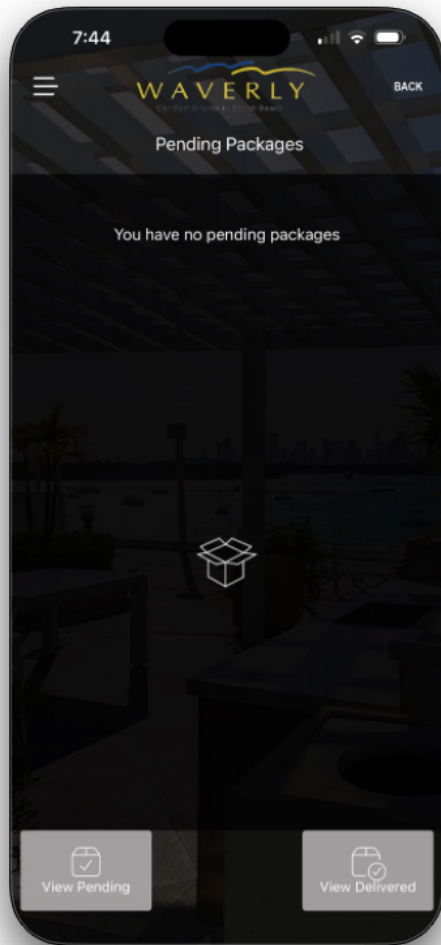
At the bottom of the page, you'll also find an option to view all past visitors.

CONTACT MANAGEMENT

If you need to contact management, this is where you can call them directly, send an email, or reach out to the Support Team.

You'll also find the management's operating hours listed here for your reference.





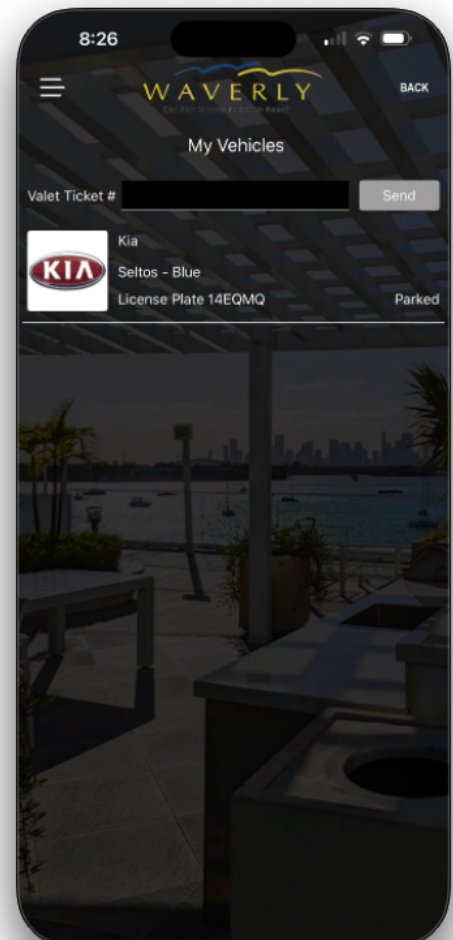
PACKAGES

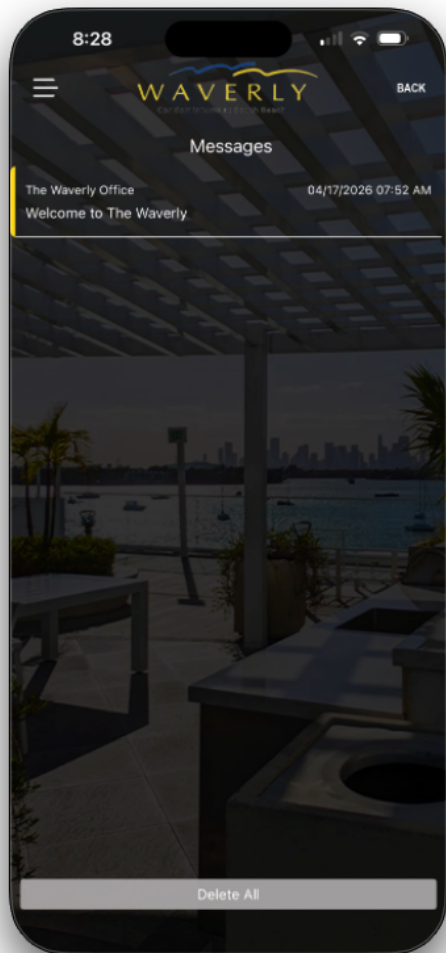
Once your package has been delivered to the property, management will log it here so you can easily see if you have any items ready for pickup. You'll also be able to view the courier details and the current pickup location of your package. For additional information, you may contact management directly.

At the bottom right of the page, you'll find a section listing all delivered packages.

MY VEHICLES

Here, you'll see all your registered vehicles. If you need to register a new vehicle or update existing vehicle information, please contact management for assistance.





MESSAGES

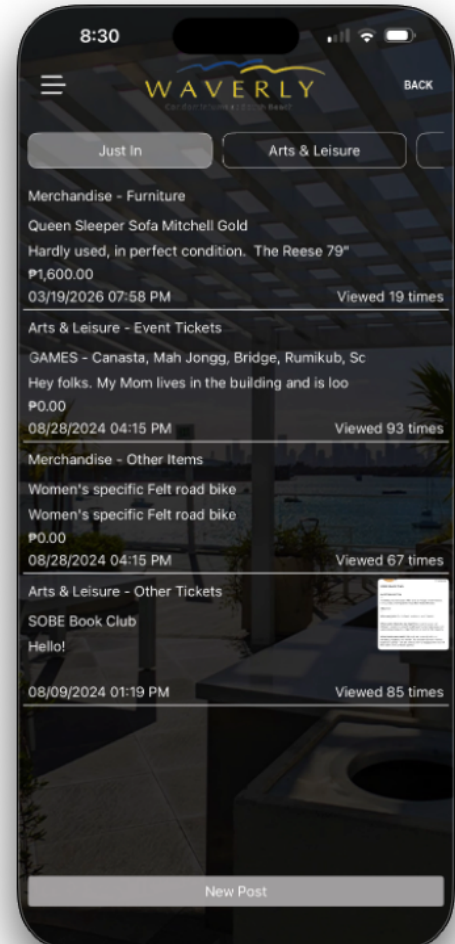
This is your inbox, where you can view all messages and notices from management. Simply tap on a message to open and read the full details.

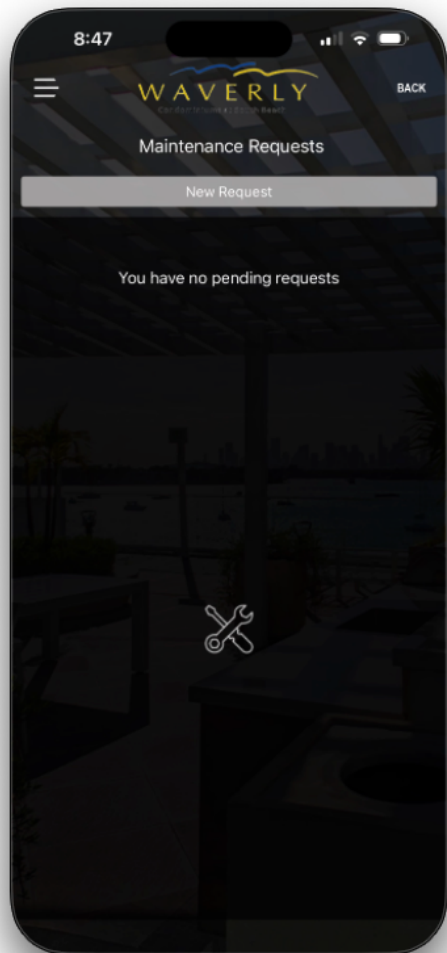
You can also use this section to stay updated on important announcements, reminders, and community updates. New or unread messages are typically highlighted so you can easily spot them.

COMMUNITY BOARD

This feature works like a community bulletin board where you can browse ads, leisure activities, items for sale, and more. To view full details, simply tap on a post. From there, you can also email the poster directly or leave a comment.

If you'd like to promote, sell, or share something on the community board, tap the New Post button at the bottom and enter all the required details. Please note that all posts are subject to management approval.





MAINTENANCE REQUEST

This is where you can view all submitted work orders or create a new one for general maintenance, electrical services, housekeeping, and more.

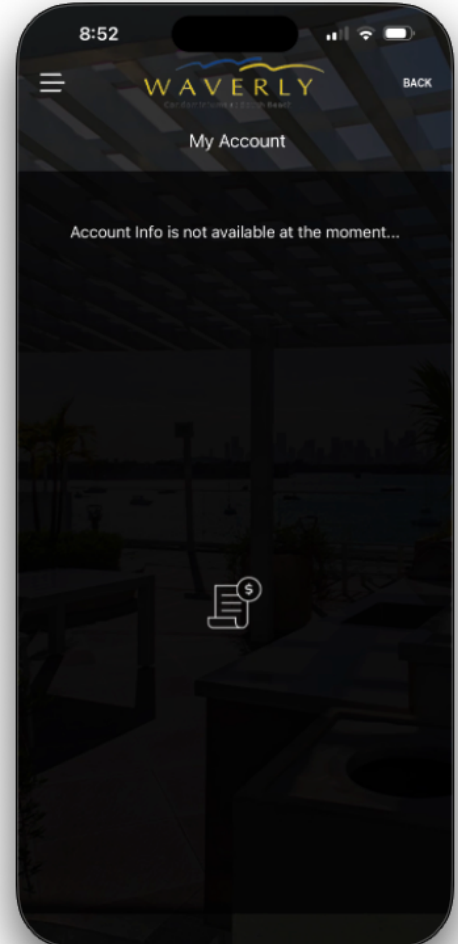
To submit a new work order, simply tap New Request, select the type of service you need, and provide the required details.

If you have an existing or pending work order, you can view it on the Maintenance Request page. By tapping a work order, you can see its full details, track updates, and even send messages directly to the service provider.

MY ACCOUNT

This is where you can view your balance and accounting history. If you wish to pay your balance, you will find a button below that will allow you to proceed directly to the accounting system.

Please note that your login credentials for the accounting system are different from your credentials for The Waverly App.



If you have any questions or concerns, you may reach out to the management team at waverly@kwpmc.com or (305) 674-5880.

