

1. From your computer, navigate to: <https://app.townsq.io/>
2. Login using your username and password on the right side of the screen. If you have not registered, click “Need to register” at the bottom of the login page and use the account number provided to you by Goodwin & Co. If you do not know your account number please contact Goodwin & Company via the following:

Email – [info@goodwintx.com](mailto:info@goodwintx.com)

Phone – **855-289-6007**

Live Chat – [www.goodwintx.com](http://www.goodwintx.com) > select chat with a Live Agent on the bottom right of the webpage

Username or email

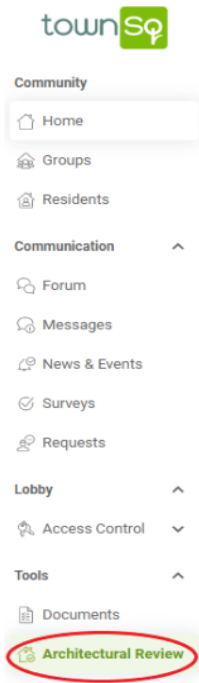
Password

[I forgot my password](#)

Login

[Need to register?](#)

3. Click “Architectural Review” under Tools.

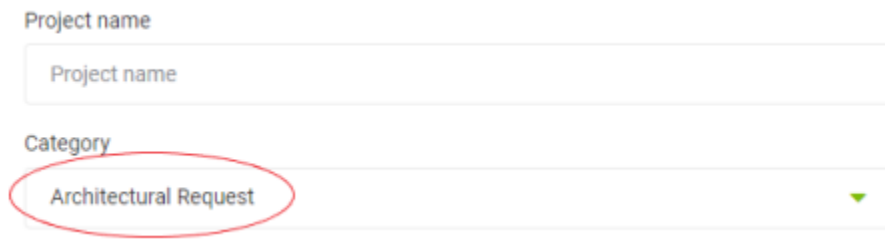


4. Click "Submit Project" at the upper right of the screen.



A search bar with the text "Search" and a magnifying glass icon, followed by a green button with a plus sign and the text "Submit project".

5. Enter the name of the project, such as "Bed Border."  
Select "Architectural Request" from the dropdown under Category.  
Fill out the document in its entirety.  
Please send photos, drawings, etc as supporting documents so the Committee will know exactly what you are wanting to accomplish. This will cut down the time to approve or deny your request.



Project name  
Project name

Category  
Architectural Request

The form shows a text input field for "Project name" and a dropdown menu for "Category". The "Architectural Request" option in the dropdown is circled in red.

6. Click Continue to finish and submit your request.



Cancel Continue

A white button with the text "Cancel" and a green button with the text "Continue".