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
   Phone – 855-289-6007
   Live Chat – www.goodwintx.com > select chat with a Live Agent on the bottom right of the webpage

   Username or email

   youremail@domain.com
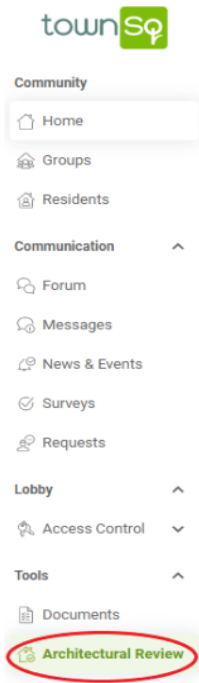
   Password
   🔒 I forgot my password

   ················

   Login

   Need to register?

3. Click "Architectural Review" under Tools.
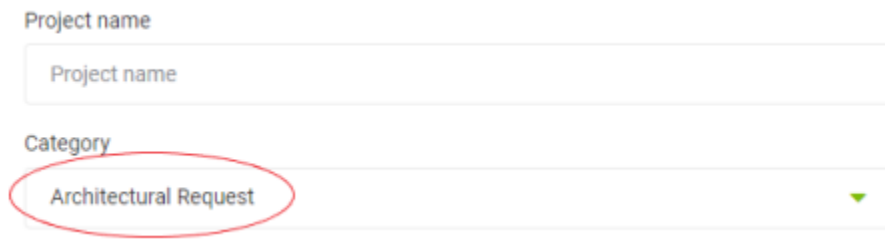
4. **Click "Submit Project" at the upper right of the screen.**

Search 🔍   **+ 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   ▼

6. **Click Continue to finish and submit your request.**

   Cancel   Continue