

## *Website Access and Log-in Instructions*

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**First Step:** Go to [www.newcastlemanagementonline.com](http://www.newcastlemanagementonline.com)

**Second Step:** After the site appears on your screen scroll down to the end of the page. On the right side at the bottom of the page there's an option to create an account. Select it and create a user name and password. After doing so then proceed to hit the register key

**Third Step:** After you have registered and have created a user name and password go to your e-mail and check for a confirmation.

**Four Step:** After checking your e-mail for confirmation and see that you have receive it, and proceed to follow the direction stated in the e-mail by clicking on that link then you should end up back at our Web-Site **New Castle Management Group, LLC (NCMG)**.

**Step Five:** When you have returned to our Web Site, Log-in to access all of **NCMG** available apartments and property locations.

Sincerely Yours,

NCMG Office Manager

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