



How to Register with Tuscany Residents Association (TRA) – New Homeowners

Welcome to Tuscany! Registering with the **Tuscany Residents Association (TRA)** ensures you can access community programs, receive updates, and enjoy all member benefits. Follow these steps to complete your registration.

Step 1: Gather Required Documents

Before starting, make sure you have:

- Your **land title certificate**
 - Completed [Resident Information Form](#) (attached or provided by TRA)
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Step 2: Submit Your Documents

Email the required documents to admincoordinator@tuscanyclub.ca.

Step 3: Membership Card Photo

Once your registration is processed, you will be contacted to have your **photo taken for your TRA membership card**.

Step 4: Create Your Online Account

Once you receive your **membership card**, the **8-digit number at the bottom** will be used to create your online account.

Tip: If you don't have your membership card yet, you can also find this number on your invoice or receipt. It appears beside your name as: Pass# 02*****.

Important: Drop the leading zero when entering your number (e.g., use 2***** instead of 02*****).

Steps to Create Your Online Account:

1. Click the link below to start your household online login:
[Tuscany Residents Association – Create An Online Account](#)
2. Complete the registration form with:



- Full Name
- Email Address
- Phone Number
- **Membership Card Number** (8 digits, without leading zero)
- Password

3. Submit your registration request.

Once submitted, your request will be reviewed and approved by TRA staff. After approval:

- You will receive a **confirmation email**
- You will be able to **log in** to access invoices, community programs, and member updates

Step 5: Future Invoice Payments

Invoices can be paid:

- **In person**
- **Over the phone**
- **Online**

Step 6: Receive Welcome Package

A welcome package will be mailed to you with additional information and resources for new residents.