

Simpletexting Workflow

- 1 Navigate to <https://app2.simpletexting.com/auth>

Log in to SimpleTexting

Email

webmaster@cedarhighlandshoa.org



Password

.....



[Forgot?](#)

Log in

☒ Keep me signed in

No account? [Sign up](#) or sign in with:

 Sign in with Apple

2 Click "Log in"

Log in to SimpleTexting

Email

webmaster@cedarhighlandshoa.org

Password

.....

Forgot?

Log in

☒ Keep me signed in

No account? [Sign up](#) or sign in with:

 Sign in with Apple

 Sign in with Google

3 Click "Confirm code"

Log in to SimpleTexting



Two factor authentication

A one-time login code has been sent to *****6294.
Enter the code to login.

2 8 3 4

Confirm code

 Can resend in 44s

4 Click "Contacts"

The screenshot shows a messaging dashboard for the number (866) 935-2394. On the left is a sidebar with navigation options: Inbox (2), Campaigns, Autoresponders, Keywords, Apps, **Contacts** (circled in orange), Analytics, Integrations, and Settings. The main area features a 'Credits' section with 9,332 remaining and 2,668 used. Below this is an 'Analytics' section with a bar chart for 'Messages' over a 7-day period, showing a single bar reaching approximately 180. To the right is an 'Inbox' section with a search bar and a list of messages from Larry Miracle, Lori Silva, Stephanie Mosqueda, and Terry Porter, all with the subject 'HOA meeting reminder, tomorrow...'.

5 Click this icon.

The screenshot shows a 'Lists' management page. The left sidebar has a 'Contacts' menu item with a sub-menu containing 'Lists' (highlighted), 'Segments', and 'Custom fields'. The main area is titled 'Lists' and includes a 'System lists' section with four cards: 'All contacts' (244), 'Unassigned' (0), 'Unsubscribed' (70), and 'Invalid' (9). Below these is a blue 'Add contacts' button with a dropdown arrow, which is circled in orange, and a '+ New list' button. A search bar labeled 'Search lists...' is also present. The 'Your lists' section contains a table with the following data:

☐	Name ↓	Created	Total	Active	Invalid	Unsubscribed	
☐	Board	May 23, 2021	6	6	0	1	⋮
☐	Former Residents	May 26, 2021	40	1	0	39	⋮
☐	Lori - Test	Nov 11, 2024	2	2	0	0	⋮
☐	Opted-Out	Mar 8, 2024	1	1	0	0	⋮
☐	Residents	May 23, 2021	206	165	9	32	⋮

6 Click "Manually add contact"

The screenshot shows the 'Lists' page in a CRM system. On the left is a sidebar with navigation links: Home, Primary number (866) 935-2394, Inbox (2), Campaigns, Autoresponders, Keywords, Apps, Contacts (selected), Lists (highlighted), Segments, Custom fields, and Analytics. The main content area is titled 'Lists' and shows 'System lists' with four categories: All contacts (244), Unassigned (0), Unsubscribed (70), and Invalid (9). Below these are buttons for 'Add contacts' (highlighted with a blue circle) and '+ New list'. A dropdown menu is open under 'Add contacts', showing 'Integrations' and 'Manually add contact' (highlighted with an orange circle). Below the dropdown is a table of 'Your lists'.

	Name ↓		Total	Active	Invalid	Unsubscribed	
☐	Board	May 23, 2021	6	6	0	1	⋮
☐	Former Residents	May 26, 2021	40	1	0	39	⋮
☐	Lori - Test	Nov 11, 2024	2	2	0	0	⋮
☐	Opted-Out	Mar 8, 2024	1	1	0	0	⋮
☐	Residents	May 23, 2021	206	165	9	32	⋮

7 Click through and fill out "First name", "Last Name", and "Phone"

The screenshot shows the 'Add Contact' form in a CRM system. The form is titled 'Add Contact' and has a close button (X). It contains the following fields: 'First name' (highlighted with an orange circle), 'Last name', 'Phone *', 'Connect to list *' (with a 'Select all' link), 'Email', 'Birthday' (with a 'MM/DD/YYYY' placeholder), and 'Notes'. The background shows the 'Lists' page from the previous screenshot.

8 Click "Connect to list"

The screenshot shows the 'Add Contact' form in a CRM application. The form is titled 'Add Contact' and has a close button (X) in the top right corner. It contains several input fields: 'First name' (with 'Test' entered), 'Last name' (with 'Tester' entered), 'Phone' (with '(816) 555-1212' entered), 'Email', 'Birthday' (with a placeholder 'MM/DD/YYYY'), and 'Notes'. A dropdown menu labeled 'Connect to list' is highlighted with an orange circle. To the right of the dropdown is a link that says 'Select all'. The background shows a sidebar with navigation options like 'Home', 'Inbox', 'Campaigns', 'Autoresponders', 'Keywords', 'Apps', 'Contacts', 'Lists', 'Segments', 'Custom fields', and 'Analytics'. A table on the right side of the background shows contact status with columns for 'Invalid' and 'Unsubscribed'.

9 Click "Residents"

This screenshot shows the 'Add Contact' form with the 'Connect to list' dropdown menu open. The dropdown list displays several options: '+ Create new list ()', 'Board (6)', 'Former Residents (1)', 'Lori - Test (2)', 'Opted-Out (1)', 'Residents (165)', 'Roads (1)', and 'Test (2)'. The 'Residents (165)' option is highlighted with an orange circle. At the bottom of the form, there are 'Cancel' and 'Add contact' buttons. The background elements are the same as in the previous screenshot.

10 It should look like this once selected.

Add Contact

Contact details

First name: Test Last name: Tester

Phone *: (816) 555-1212

Connect to list *: Residents 165 ✓ Select all

Email:

Birthday: MM/DD/YYYY

Notes:

11 Click through and fill out "Accept Texts", "Address", "Lot", "Block" and then click "Add contact"

Add Contact

Notes:

Custom fields

Accept texts: TRUE

Address: 1234 High Valley View Dr.

Lot: 5

Format: number

Block: 5

Format: number

Cancel Add contact

Unsubscribe a Contact

12 Click "All contacts"

The screenshot shows the 'Lists' page in a CRM system. On the left is a sidebar with navigation links: Home, Primary number (866) 935-2394, Inbox (2), Campaigns, Autoresponders, Keywords, Apps, Contacts, Lists (selected), Segments, Custom fields, and Analytics. The main content area is titled 'Lists' and features a 'System lists' section with four buttons: 'All contacts' (245, circled in orange), 'Unassigned' (0), 'Unsubscribed' (70), and 'Invalid' (9). Below these are buttons for 'Add contacts' and 'New list', and a search bar labeled 'Search lists...'. The 'Your lists' section contains a table with columns: Name, Created, Total, Active, Invalid, and Unsubscribed.

	Name ↓	Created	Total	Active	Invalid	Unsubscribed
☐	Board	May 23, 2021	6	6	0	1
☐	Former Residents	May 26, 2021	40	1	0	39
☐	Lori - Test	Nov 11, 2024	2	2	0	0
☐	Opted-Out	Mar 8, 2024	1	1	0	0
☐	Residents	May 23, 2021	207	166	9	32

13 Click the "Search contacts..." field.

The screenshot shows the 'All contacts' page in a CRM system. The sidebar is identical to the previous screenshot. The main content area is titled 'All contacts' and features a search bar labeled 'Search contacts...' (circled in orange) and a 'List details' button. Below the search bar is a table with columns: Name, Phone, Opt-in method, Added date, and Unsubscribe date.

	Name ↓	Phone	Opt-in method	Added date	Unsubscribe date
☐	Amy Douglass	(909) 200-6020	HOA-SimpleText-Contacts.xlsx	May 23, 2021	-
☐	AnDreina Katz	(602) 758-1183	Simple-text-impoty.csv	Feb 23, 2022	-
☐	Angel Montoya	(213) 819-7782	HOA-SimpleText-Contacts.xlsx	May 23, 2021	-
☐	Angie Morris	(702) 982-9471	Added manually	Jun 29, 2026	-
☐	Ankara Rosser	(805) 390-3401	HOA-SimpleText-Contacts.xlsx	May 23, 2021	-
☐	Ann Bersi	(702) 524-8890	HOA-SimpleText-Contacts.xlsx	May 23, 2021	-
☐	Ann J. Miller	(224) 558-5949	HOA-SimpleText-Contacts.xlsx	May 23, 2021	Oct 21, 2024
☐	Anne Bell	(702) 279-8711	Added manually	Jul 1, 2021	-

14 Click this icon.

Home

Primary number
(866) 935-2394

Inbox 2

Campaigns

Autoresponders

Keywords

Apps

Contacts

Lists

Segments

Custom fields

Analytics

All contacts

Add contacts

test

List details

Name	Phone	Opt-in method	Added date	Unsubscribe date
Test Tester	(816) 555-1212	Added manually	Jul 9, 2026	-

15 Click "Unsubscribe"

Home

Primary number
(866) 935-2394

Inbox 2

Campaigns

Autoresponders

Keywords

Apps

Contacts

Lists

Segments

Custom fields

Analytics

All contacts

Add contacts

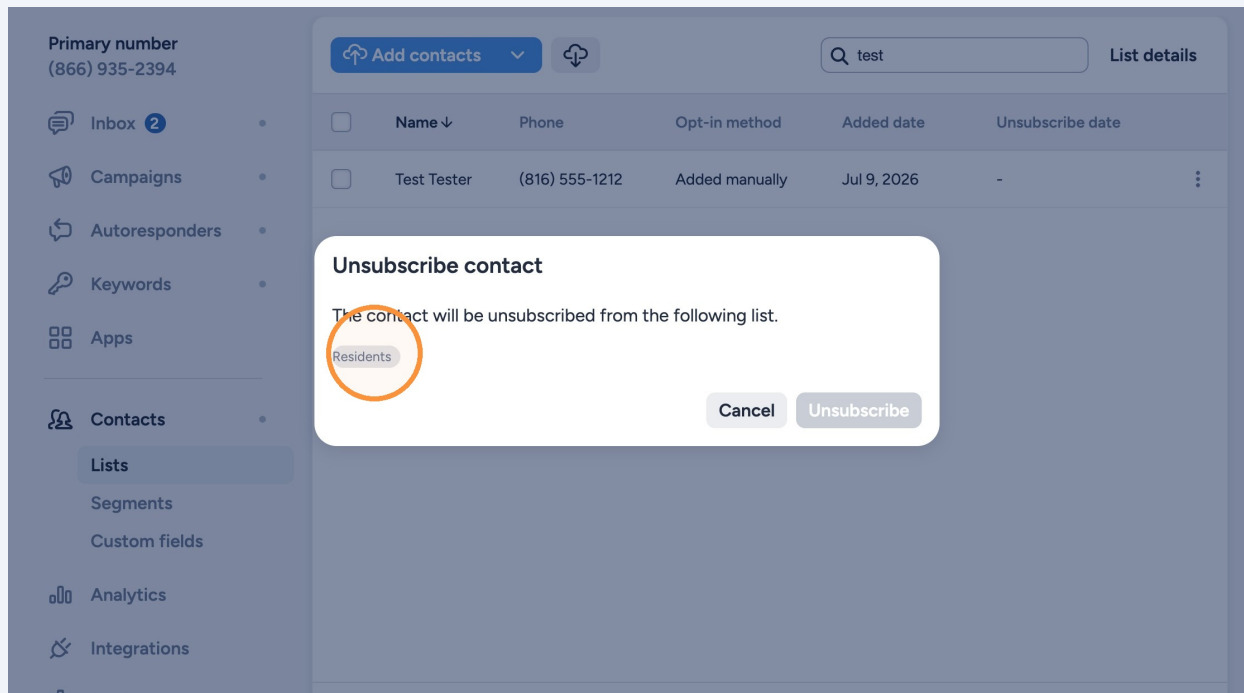
test

List details

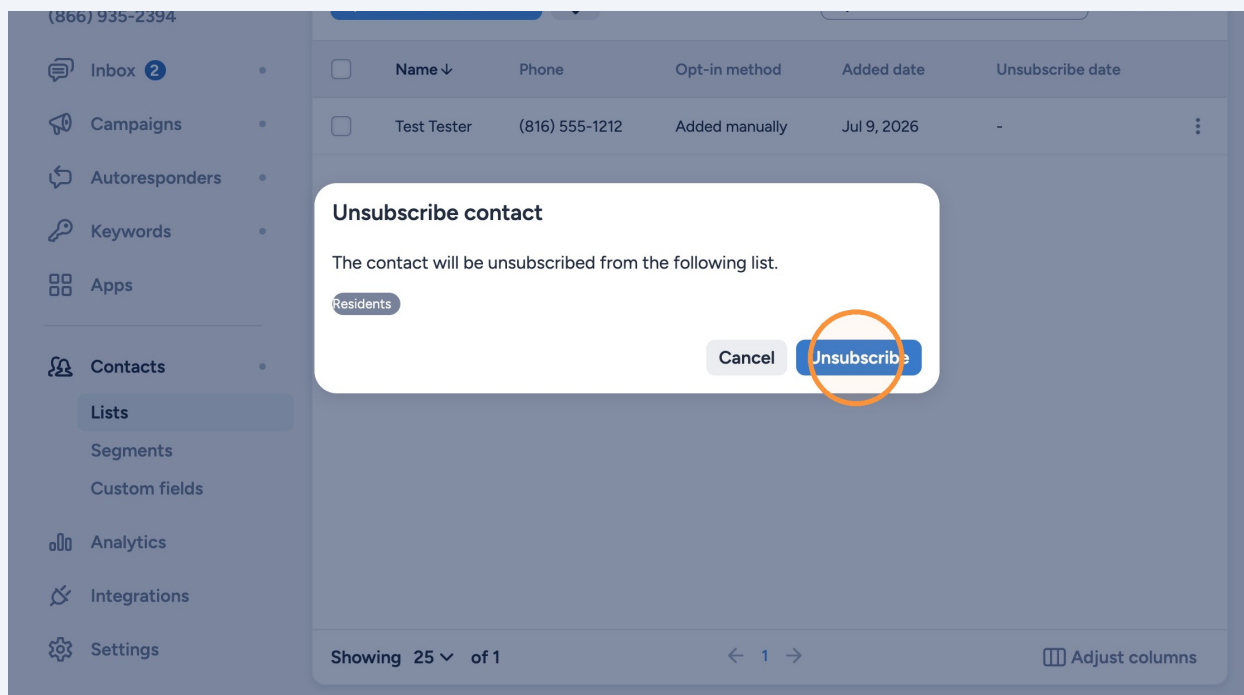
Name	Phone	Opt-in method	Added date	Unsubscribe date
Test Tester	(816) 555-1212	Added manually	Jul 9, 2026	-

- Edit
- Message
- Unsubscribe
- Delete

16 Click "Residents"



17 Click "Unsubscribe"



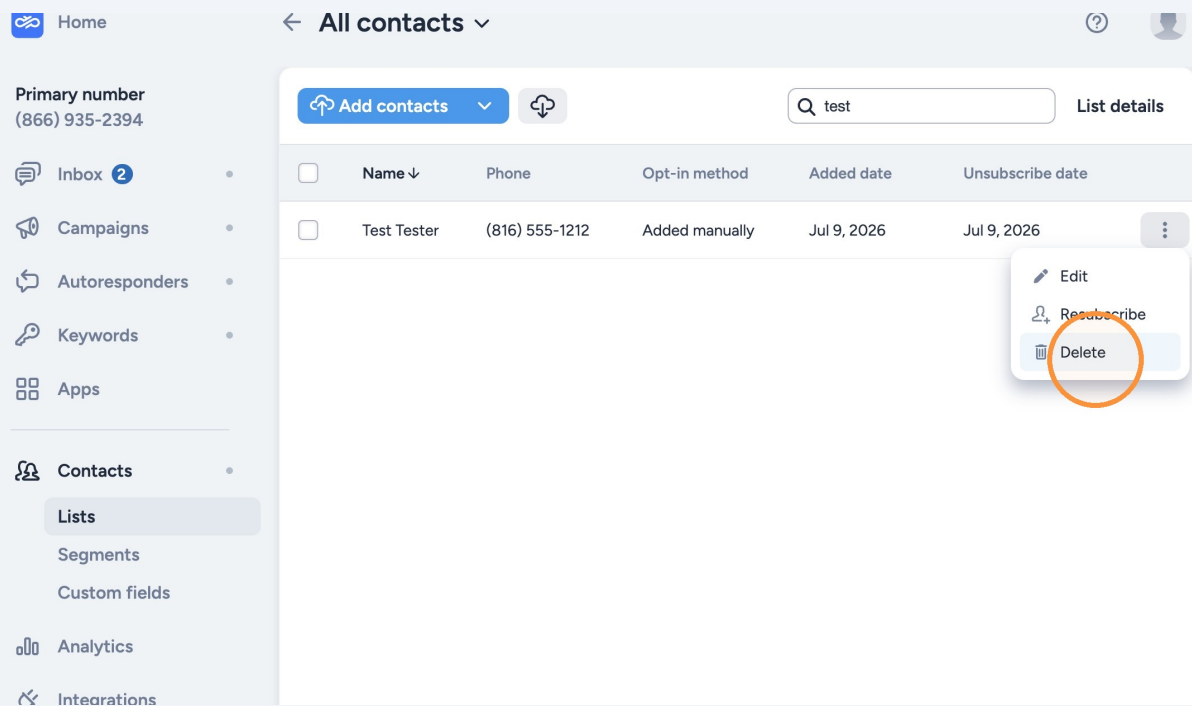
Delete a Contact

18 Click this icon.

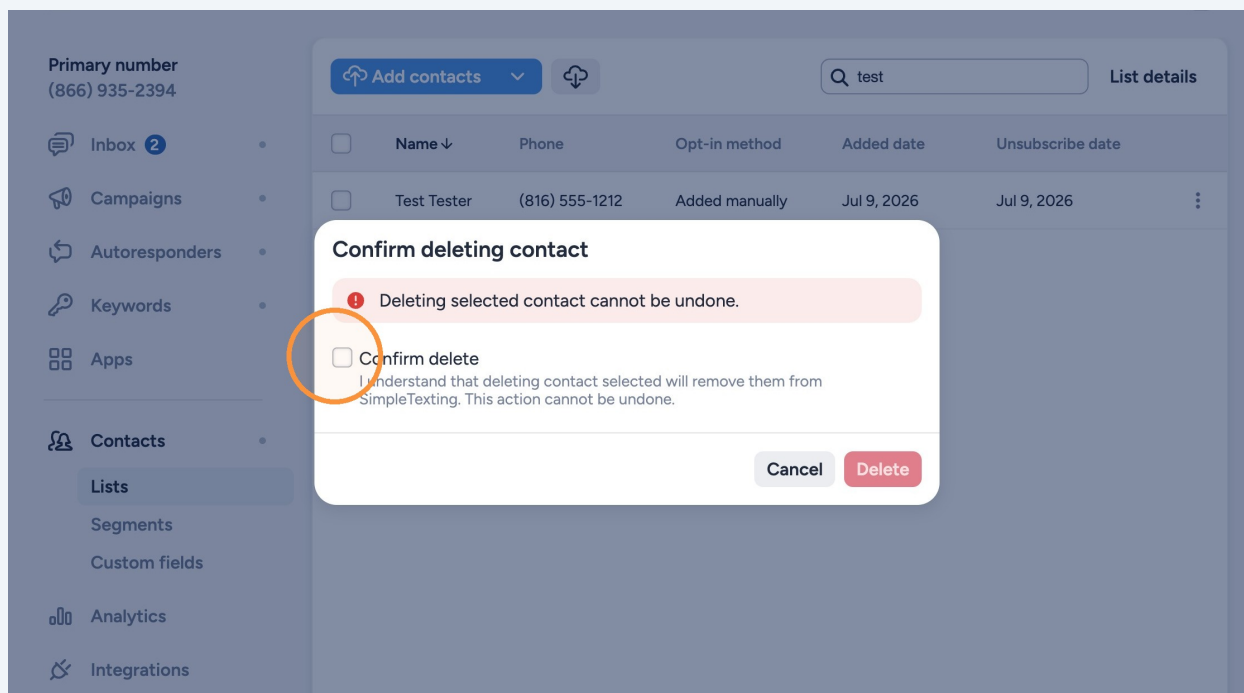
The screenshot shows a contact management interface. On the left is a sidebar with navigation links: Home, Primary number (866) 935-2394, Inbox (2), Campaigns, Autoresponders, Keywords, Apps, Contacts (selected), Lists (highlighted), Segments, Custom fields, and Analytics. The main area is titled 'All contacts' and contains a table of contacts. The table has columns: Name, Phone, Opt-in method, Added date, and Unsubscribe date. There is one contact listed: 'Test Tester' with phone number '(816) 555-1212', added manually on Jul 9, 2026. A vertical ellipsis icon (three dots) is located at the end of the contact row, circled in orange. Above the table is a search bar with the text 'test' and a 'List details' link. The top of the main area also includes an 'Add contacts' button and a plus icon.

☐	Name ↓	Phone	Opt-in method	Added date	Unsubscribe date	
☐	Test Tester	(816) 555-1212	Added manually	Jul 9, 2026	Jul 9, 2026	⋮

19 Click "Delete"



20 Click "Confirm delete"



21 Click "Delete"

