

## @Home Introduction

- 1 - Visit our website. ([www.canateam.com/cana/login](http://www.canateam.com/cana/login))
- 2 - There are 3 login messages. The first message is general to confirm your user account. Second is Cana's system message to give you regular updates from Cana about our web services. The third message is your co-op's message. It is updated by your co-op dedicated volunteer as needed.

ACCOUNT MANAGEMENT

**1 - Welcome Message**

Hi Dndng, welcome to your Account page.

**2 - System Message**

CANA MONTHLY FEATURE

Let us know your thoughts on the system. Email us at [info@canateam.com](mailto:info@canateam.com)

GARDENS CO-OPERATIVE

**3 - Co-op Message**

Welcome to the Gardens Demo Co-operative. This is a virtual co-op for demonstration purposes. Please explore this section as you wish. Not all forms are applicable to every co-op, but they have all been included in this Demonstration Co-op for everyone to test.

- 3 - Co-op Calendar. This calendar is for viewing any co-op events. You can select any of the available views (list, month, week, day). Your designated volunteer creates events as needed.

COOP EVENT CALENDAR

**List View**

November 2017

Friday

7:00pm - Board Meeting

Thursday

3:00pm - Larem Opium

4:30pm - Pet Committee Meeting

COOP EVENT CALENDAR

**Month View**

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

COOP EVENT CALENDAR

**Week View**

Nov 19 - 25, 2017

Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25
all-day						
6am						
7am						
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						

COOP EVENT CALENDAR

**Day View**

November 22, 2017

Wednesday

all-day

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

- 4 - Co-op Forms. You can access forms specific to your co-op. Instructions on how to submit a form is covered in separate PDF file.

FORM SUBMISSIONS

Select a form below to start the submission process.

STANDARD FORMS

Annual Income Form	Application for Membership and Subscription for Shares
Associate Member Application	Children Expense Request
Common Room Rental Agreement	Electric Housing Charge Adjustment
Member Runoff	Fee Adjustment Debt Agreement
Partnership Registration	Fee Application
Reinvestment Expense Request	Transfer of Shares
RV Income Declaration (Exchange)	Security of Tenure Fund Application
BC Housing	Stock Member Application

MAINTENANCE FORMS

Report Request

- 5 - Co-op Information. This section includes your co-op specific information for the "Current Year" and "Previous Year". Please note, some co-ops may have "Previous Year" disabled on request. The "Current Year" displays several sub-categories. These sub-categories are organized by your co-op and uploaded by Cana. Each category has files attached. For example "Financial Reports" includes reports of every month of the current year.

CURRENT YEAR

MEMBER, BOARD AND CONTACT LISTS

MEETING AND REPORTS

BUDGET

FINANCIAL REPORTS

- December - 2017
- November - 2017
- October - 2017
- September - 2017
- August - 2017
- July - 2017
- June - 2017
- May - 2017
- April - 2017
- March - 2017
- February - 2017
- January - 2017

RESOLUTIONS

AGREES AND ACCOUNTS ASSIGNMENT

CO-OP MEETINGS

LAST FLUSH PLANS

- 6 - This section provides links to external websites or email addresses specific to your co-op. For example, an email to your coordinator or link to CHF BC.

RESOURCE LINKS

CHF Canada	CHF BC
The Agency	CHFC
BC Housing	Co-ordinator
President	Treasurer
Website administrator	

- 7 - Form submissions provides historical record of your submitted forms including date and status. If you would like to view the form you submitted, click on the small PDF icon to open the PDF in new tab window.

ONDRIS FORM SUBMISSIONS

[Click here to view the form.](#)

Date Submitted	Form Name	View Form	Upload Additional Docs	Status	Last Update
2017 Nov 21	Joint Member Application			pending	2017 Nov 21

Report Request Submitted

You have not submitted any report requests.

## Questions and Support

If you have any questions or you are having technical difficulties please contact us from here

[ondris@canateam.com](mailto:ondris@canateam.com)