MyHomeEverything

The complete user guide

Organize your home, documents, maintenance, expenses and trusted service providers in one secure place.

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00

Contents

Use this guide from start to finish, or jump directly to the task you need.

Quick start

Create your account, add one home, then add your most important appliance, one maintenance task and one document. You can fill in the rest over time.

01

Start here

Create and secure your account before adding home information.

Create an account

1. Go to myhomeeverything.com and choose Get started or Sign up.
2. Enter your name, email address and a strong, unique password.
3. Open the verification email and follow its link. If it is missing, check spam or request another message.
4. Return to the site and sign in.

Sign in and recover access

Use the same email address you verified. If you forget your password, choose Forgot password on the sign-in page and follow the emailed reset link.

> **Good security habit**
>
> Use a password manager and never reuse your MyHomeEverything password on another website.

If verification or sign-in fails

- Confirm that you are using the exact email address entered during signup.
- Open only the newest verification or reset email; older links may expire.
- Try a private browsing window if the page appears to be using an old session.
- Use the Support page if the problem continues.

02

Your first home and dashboard

Onboarding creates your first workspace. The dashboard is your starting point afterward.

Add your first home

1. After signup, choose Add a home.
2. Enter the home name and available address details. Use a recognizable name such as “Main Home” or “Lake Cottage.”
3. Choose Continue. Wait for the dashboard to load before clicking again.

If the site asks you to create the same home again

Do not create a duplicate. Refresh once or return to the dashboard. If your home appears there, onboarding is complete.

What you can do from the dashboard

- Search your home across saved records and extracted document text.
- Open Items, Maintenance, Documents, Expenses, Service Providers and Reports.
- Review upcoming work and recent activity.
- Switch the active home when your plan supports more than one.
- Open Account, Billing, Sharing, FAQ or Support from the navigation.

Search action

Type a word or name, then press Enter or use the search icon. Examples: “furnace,” “Entire Mechanical,” “warranty” or a model number.

03

Homes

Each home keeps its own items, documents, tasks, providers and expenses.

Switch the active home

1. Open the home selector in the main navigation.
2. Choose a home. A brief loading state is normal while its records are fetched.
3. Confirm the home name shown on the dashboard before adding or editing records.

Edit a home

Open Homes, choose the home, update its name or details, and save. Keep names distinct if you manage multiple properties.

Add another home

Open Homes and choose Add home. Multi-Home supports up to five homes. If your current plan does not include this feature, the app will direct you to upgrade and complete payment before access is enabled.

> **Plan limits**
>
> Free and Home are designed for one home. Multi-Home supports up to five homes plus sharing and all-homes reporting.

Archive or delete a home

Home owners can find home-level controls in Account. Export your data first. Archiving or deletion may affect all records connected to that home.

> **Owner-only controls**
>
> People invited to a shared home should not see billing, account-level home controls, or other homes. They can work only with the home shared with them.

04

Items

Create a practical inventory for appliances, systems, fixtures and valuable belongings.

Add an item

1. Open Items and choose Add item.
2. Enter a clear name, category and location.
3. Add the manufacturer, model number, serial number, purchase date and cost when known.
4. Attach useful details such as installation notes or warranty information, then save.

What is worth adding first

- Heating and cooling equipment, water heater and electrical panel.
- Major appliances and built-in systems.
- Roof, windows, sump pump, smoke/CO alarms and water shutoff details.
- High-value electronics, tools, furniture or other insurance-relevant belongings.

Edit an item

Open the item record, change the details and save. Use consistent names so search and reports stay easy to understand.

> **Best practice**
>
> Photograph model and serial labels when you buy or inherit an appliance. Those details save time during repairs and warranty claims.

05

Maintenance

Turn recurring home care into dated tasks that are easy to complete and review.

Add a maintenance task

1. Open Maintenance and choose Add maintenance task.
2. Enter the task name and optional notes or linked item.
3. Use the date picker in Next due date to choose the deadline.
4. Choose a recurrence if the job repeats, then save.

Complete or skip a task

Open the task and choose the appropriate action. Completing a recurring task advances its next due date. Skip only when the work is intentionally not required for that cycle.

Reminders

In-app reminders are available on the Free plan. Email reminders are included with paid plans. Review reminder settings and confirm that account emails are reaching your inbox.

> **Date tip**
>
> Choose the real service date, not the day you entered the task. Accurate dates make future reminders and reports more useful.

Useful recurring tasks

- Change HVAC filters.
- Test smoke and carbon monoxide alarms.
- Clean gutters and inspect downspouts.
- Service heating/cooling equipment.
- Inspect caulking, plumbing and exterior drainage.

06

Documents

Save receipts, manuals, contracts, inspection reports and other home records.

Upload and save a document

1. Open Documents and choose the upload or add-document action.
2. Select the file and wait for the upload to finish.
3. Enter or confirm the document name, category, date and any related item.
4. Choose Save document. The upload alone does not finish the record.
5. Look for a success confirmation and confirm the document appears in the list.

Important

Do not leave the page until you have clicked Save document and can see the saved record.

Good document categories

- Receipts and invoices.
- Warranties and product manuals.
- Insurance policies and claims.
- Inspection and appraisal reports.
- Permits, plans and renovation contracts.

Download or delete

Open the document record to download it or use its delete action. Deletion can be permanent, so verify the filename and home before confirming.

06

AI document analysis

Let AI suggest useful fields, then review the results before applying them.

Analyze a saved document

1. Upload and save the document first.
2. Open the saved record and choose Analyze document.
3. Wait while the file is processed. Receipts, invoices and clear printed documents usually work best.
4. Review every extracted value, correct anything inaccurate, and approve or apply the results.

What AI may identify

- Merchant or service provider name.
- Transaction or document date.
- Total amount and description.
- Manufacturer, model or serial information.
- Warranty or maintenance details when clearly present.

> **AI is an assistant, not a final authority**
>
> Extraction can be incomplete or wrong, especially with handwriting, faint scans, unusual layouts or cropped images. Always compare results with the original document.

If analysis fails

- Confirm that the document was saved before analysis.
- Use a clear, upright image or searchable PDF.
- Refresh the record and retry once.
- Enter important fields manually if the service is temporarily unavailable.
- Contact Support and include the exact error text, but do not send sensitive document contents unless requested securely.

07

Search

Search connects information across the active home, including text extracted from documents.

Run a search

1. Confirm the correct home is active.
2. Select Search your home on the dashboard.
3. Enter a specific word, company, model number, category or date-related term.
4. Press Enter or choose the search icon.
5. Open a result to view the full record.

What you can search for

- Item names, categories, brands, models and serial numbers.
- Document titles, categories and text found by AI analysis.
- Service provider names and related notes.
- Maintenance terms and other saved record details.

> **Search example**
>
> If a receipt contains “Entire Mechanical,” save and analyze the document, review/apply the extraction, then search for Entire Mechanical. Search results depend on the active home and saved/indexed content.

No results?

Check spelling, try one distinctive word, confirm the home, and make sure the record was saved. Newly analyzed text may need a short moment before it appears.

08

Warranties

Keep coverage details close to the item and supporting document.

Record warranty information

1. Open the related item or warranty area.
2. Enter the provider, coverage dates and key terms.
3. Attach or link the receipt and warranty document when available.
4. Save and verify the expiry date.

Before making a claim

- Confirm the item model and serial number.
- Find the original receipt and installation date.
- Review exclusions, labor coverage and claim instructions.
- Save claim numbers and service notes as documents or item notes.

> **Reminder idea**
>
> Create a maintenance task shortly before a warranty expires so you have time to inspect the item and address covered problems.

09

Expenses

Record home costs so repairs, upgrades and recurring spending are easier to understand.

Add an expense

1. Open Expenses and choose Add expense.
2. Enter the amount, date, category and description.
3. Link the relevant home item, provider or document when available.
4. Save and confirm the entry appears in the expense list.

Useful categories

- Maintenance and repairs.
- Utilities and recurring services.
- Renovations and improvements.
- Appliances and furnishings.
- Insurance, inspections and professional fees.

Accurate reports start here

Use consistent categories and actual transaction dates. Attach receipts so you can verify totals later.

10

Service providers

Keep a reliable directory of the professionals who know your home.

Add a provider

1. Open Service Providers and choose Add provider.
2. Enter the business or contact name, trade, phone, email and website.
3. Add notes such as service area, preferred contact method or work completed.
4. Save the provider.

What to record

- License or registration information where relevant.
- Emergency availability and after-hours number.
- Which equipment or area of the home they serviced.
- Quotes, invoices and dates of completed work.
- Personal notes about reliability, pricing and quality.

> **Privacy reminder**
>
> Store only information you need for home management. Avoid adding payment card details, passwords or unrelated personal information.

11

Reports

Turn saved records into useful summaries for planning, selling, insuring or maintaining a home.

Open a report

1. Open Reports from the main navigation.
2. Confirm the active home or choose the all-homes view when available.
3. Select the report or summary you want to review.
4. Check the date range and filters before relying on totals.

What reports depend on

Reports are built from the records you save. Missing expense amounts, incorrect dates or inconsistent categories can change totals and summaries.

All-homes overview

Multi-Home members can review information across their homes. Use this for a portfolio-level check, then open an individual home for the underlying records.

Before sharing a report

Review it for private information and accuracy. Remove or avoid sharing anything the recipient does not need.

12

Sharing a home

Multi-Home owners can invite another person to help manage one specific home.

Invite someone

1. Open Sharing.
2. Choose the home you want to share.
3. Enter the recipient’s email address carefully and send the invitation.
4. Ask the recipient to sign in or create an account using that same email address.
5. The recipient accepts the invitation and can then open the shared home.

What invited users can access

An invited user can work with the specific home shared with them. They should not have access to your subscription billing, owner-only account controls or your other homes.

Remove access

Return to Sharing to cancel a pending invitation or remove an existing user. Access should end when removal is confirmed.

> **Share deliberately**
>
> Only invite people you trust. Documents can contain addresses, prices, insurance details and other sensitive information.

13

Plans and billing

Choose the plan that matches the number of homes and features you need.

Plan overview

Free	1 home, up to 10 items, 5 documents and in-app reminders.
Home	$4.99 CAD/month or $49/year. Unlimited items/documents, AI analysis, email reminders, warranty and expense tracking.
Multi-Home	$8.99 CAD/month or $89/year. Up to 5 homes, Home features, invitations and all-homes reports.

Upgrade

1. Open Pricing or Billing and choose a paid plan.
2. Complete the secure Stripe-hosted checkout.
3. Return to MyHomeEverything and allow a moment for the plan status to update.
4. Refresh once if your account still shows the old plan, then contact Support if it remains unchanged.

Manage or cancel

Use the customer billing portal from Billing to update your payment method, view invoices or manage the subscription. Pricing can change; the in-app checkout and billing portal show the current amount before you confirm.

Real payments

On the live site, checkout creates a real charge. Review the plan, billing interval and amount before confirming.

14

Account and your data

Manage your profile, password, exports and owner-only controls from Account.

Profile and password

Open Account to update your name and account details. Your avatar uses your first and last initials when both are available. Use the password section to set a new strong password.

Export your data

1. Open Account and find the data export action.
2. Request or download the JSON export.
3. Store the file securely; it can contain private home information.
4. Open it with a text editor or give it to a technical helper if you need to inspect the structured data.

Danger zone

Owner-only danger controls can include archiving or deleting a home and deleting the account. Invited users should not see these controls for the owner’s account.

> **Deletion is serious**
>
> Export anything you need first. Read the confirmation carefully, verify the selected home/account and do not proceed unless you intend to remove the data.

15

FAQ, support and privacy

Use self-service help first, then contact Support with enough detail to reproduce the problem.

FAQ

Open FAQ from the public or signed-in navigation for short answers about accounts, documents, AI, plans, sharing and data controls.

Contact Support

1. Open Support from the navigation or footer.
2. Describe what you were trying to do, what happened and the page you were on.
3. Include the exact error message and your browser/device type.
4. Submit the form and keep the reference code shown in the confirmation or email.

Safe support request

Never send passwords, full payment card numbers, secret API keys or highly sensitive documents in a support message.

Privacy and legal pages

Review the Privacy Policy and Terms from the footer. They explain how the service is offered and how information is handled. Download or export important records periodically as part of your own backup routine.

15

Troubleshooting

Most problems can be resolved by checking the saved state, active home and current session.

Common issues

Problem	What to try
Blank or endless loading screen	Wait briefly, refresh once, then sign out and back in. Try a private window. If it repeats, contact Support with the page name.
Duplicate first-home prompt	Do not create the home again. Refresh or return to the dashboard and check whether the original home exists.
Document not visible	Return to the upload flow and make sure you chose Save document after the file finished uploading.
AI analysis error	Confirm the document is saved, use a clearer file, refresh and retry once. Enter fields manually if needed.
Search finds nothing	Confirm the active home, simplify the query, and make sure the record or AI results were saved/applied.
Upgrade not reflected	Wait a moment, return from Stripe, and refresh. Check Billing before attempting a second payment.
Shared user sees wrong controls	Sign out and back in with the invited email. Contact Support if billing or owner-only danger controls are visible.

Before contacting Support

Note the time, page, active home, action taken and exact message. A screenshot is useful if it does not expose sensitive information.

15

A simple setup checklist

You do not need to enter everything at once. A focused first hour creates immediate value.

First 15 minutes

- Verify your email and finish your profile.
- Add your home and confirm the dashboard loads.
- Review Account, FAQ and Support so you know where they are.

Next 30 minutes

- Add the furnace/HVAC, water heater and one major appliance.
- Create three seasonal or recurring maintenance tasks.
- Upload and save one receipt, warranty or inspection document.
- Analyze the document and review the AI suggestions.

Finish strong

- Add your most trusted plumber, electrician or HVAC company.
- Record one recent expense and check Reports.
- Set reminder preferences.
- If you manage more than one property, compare Multi-Home and test sharing with a trusted person.

> **The goal**
>
> Build a dependable home history that becomes more useful every time you save a record.

Need help?

Visit myhomeeverything.com/faq or myhomeeverything.com/support.

MyHomeEverything helps you stay organized. It does not replace professional advice, inspections, maintenance services or emergency assistance.