



To sign up for free recurring automatic payment, please register on payment, please register for secure access to your association's portal, Common Area.

Please follow these procedures to register:

- Navigate to <https://commarea.cincwebaxis.com/>
- Click **Sign In** at the upper right corner of the window.
- Click **Create Account** at the bottom right.
- Input your property information into the form.
- Your registration request will be reviewed by the management team.
- Once your registration is confirmed, you will receive an email (from donotreply@cincsystems.net) with a link to set your password for your new login id.
- Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.
- Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
- If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
- Once you reset your password, you may log in using your email address and your new password.

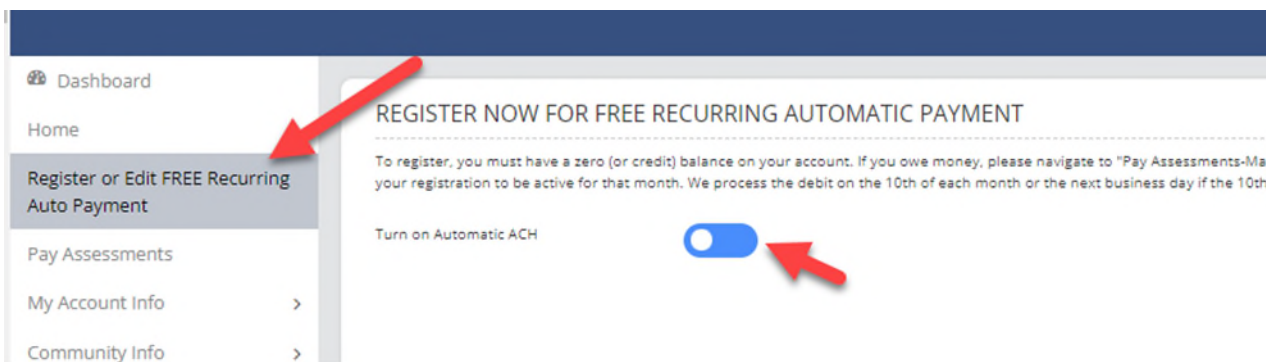
REGISTER NOW FOR FREE RECURRING AUTOMATIC PAYMENT

Once registered for the portal, please sign in and navigate to "Register or Edit FREE Recurring Auto Payment"

Please Note: You must have a zero (or credit) balance on your account. If you owe money, please navigate to "Pay Assessments-Make A One Time Payment" to bring your account current and then return to this page. You must register (or edit) by the 4th of the month for your registration to be active for that month. We process the debit on the 10th of each month or the next business day if the 10th is a weekend or holiday. The debit will post to your bank account in 1-4 days.



- Once within the registration section, please click the “Turn on Automatic ACH” section



- Fill out the banking details and then click Submit to complete the process.

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Turn on Automatic ACH

Account Type:

Routing Number:

Confirm Routing Number:

Account Number:

Confirm Account Number:

By signing and submitting this form, I agree to all of the terms listed above.

Signature:

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature.

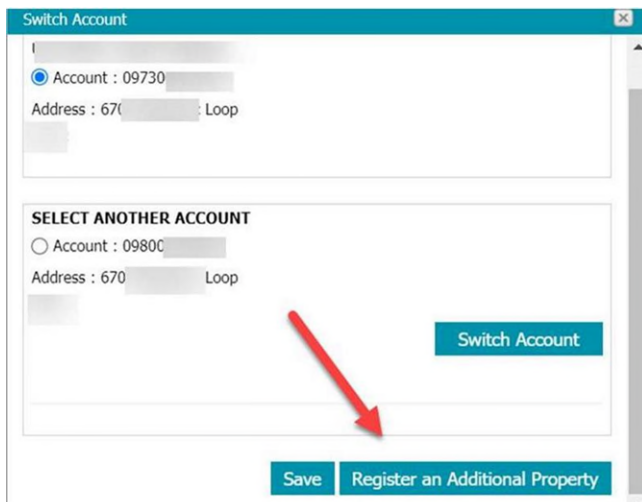


COMMON AREA-Homeowner Instructions to register/link two accounts

Owners only need to create one account with **CommArea** and then need to “**Register an Additional Property**” for the sub/additional unit(s). Since you only need to register and create one account and then add the other account number/property, please complete the following steps.

To add the additional property, please complete the following:

1. Complete the registration for the first property via the Sign In and Create Account sections at <https://commarea.cincwebaxis.com/>.
2. Once complete, log into the first property.
3. In the upper right corner click on “Switch Account”
4. Then click on “Register An Additional Property”
5. Once the two (or more) properties are linked, the multiple accounts can be viewed by using the “Switch Account” button.



Switch Account

Account : 09730
Address : 670 Loop

SELECT ANOTHER ACCOUNT

Account : 09800
Address : 670 Loop

Switch Account

Save Register an Additional Property