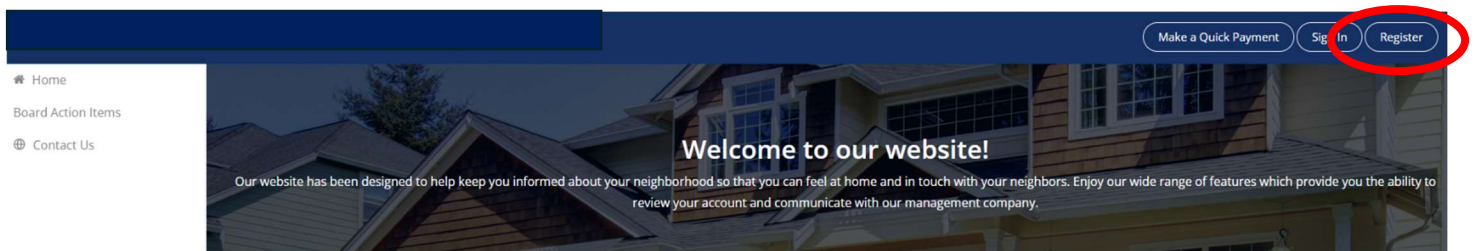


INSTRUCTIONS FOR REGISTERING YOUR ACCOUNT ON THE OWNER WEB PORTAL

Navigate to the owner web page by clicking or entering the following link <https://condohq.cincwebaxis.com>.

On the following page, you will click on Register in the upper right corner of the screen:



On the next page you will want to enter your account information in the form provided. Your account number can be found in the upper right corner of your dues assessment statements. In the street number field only enter your unit number. For the street name enter only the name of the street your condo/home is located on.

For the Membership List, choose opt-in if you want to be included in the community membership list that is visible to all unit owners. You are not required to opt-in. If you do opt-in you can select which information you want to show on the listing. The residence address is your primary residence address.

(PLEASE REFER TO A SAMPLE OF THE REGISTRATION FORM ON THE NEXT PAGE)

Once you have completed the form, enter the symbols you see at the bottom of the page and click on Register. This will send your request to our office for approval. Once we approve the request, you will receive an email with instructions on how to set up your password.

Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number:	<input type="text"/>	Association:	<input type="text"/>
Are You?:*	<input type="radio"/> Owner of Property <input type="radio"/> Non-Owner/Tenant	First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>	Street Number:*	<input type="text"/>
Street Name:*	<input type="text"/>	Address Line 2:	<input type="text"/>
City:*	<input type="text"/>	State:*	<input type="text"/>
Zip:*	<input type="text"/>	Unit Number:	<input type="text"/>
Work Phone:	<input type="text"/>	Home Phone:	<input type="text"/>
		Mobile Phone:	<input type="text"/>

*Indicates required field

Membership List Opt-Out

The membership list can be requested by any member. It includes the member's name, address and e-mail address. You may opt-out of this list by checking the box below.

Choose one*

☐ I choose to **opt-out** of being listed on the membership list

☐ I choose to **opt-in** to being listed on the membership list

Date:

Signature:

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

Residence Address:

Email Address:

Directory Listing - Do you want to be listed in the community online directory?

By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

Show / Opt-in:

Display Name: ☐

Display Address: ☐

Display Email Address: ☐

Display Phone Number: ☐

Login Information

Email Address:*



Refresh

Input symbols