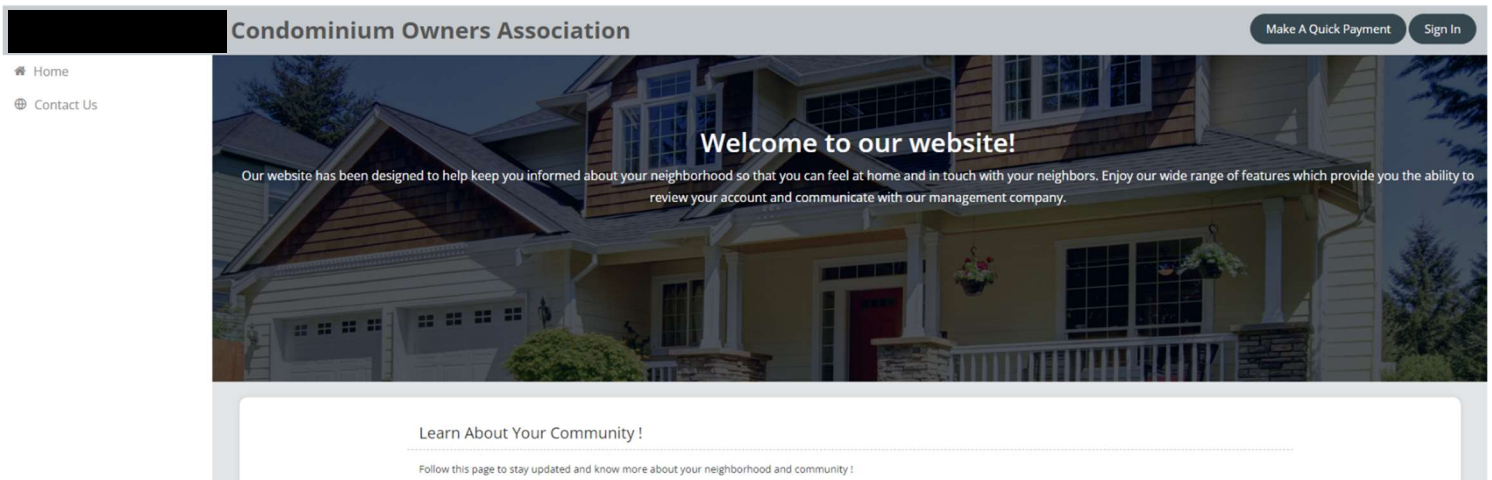
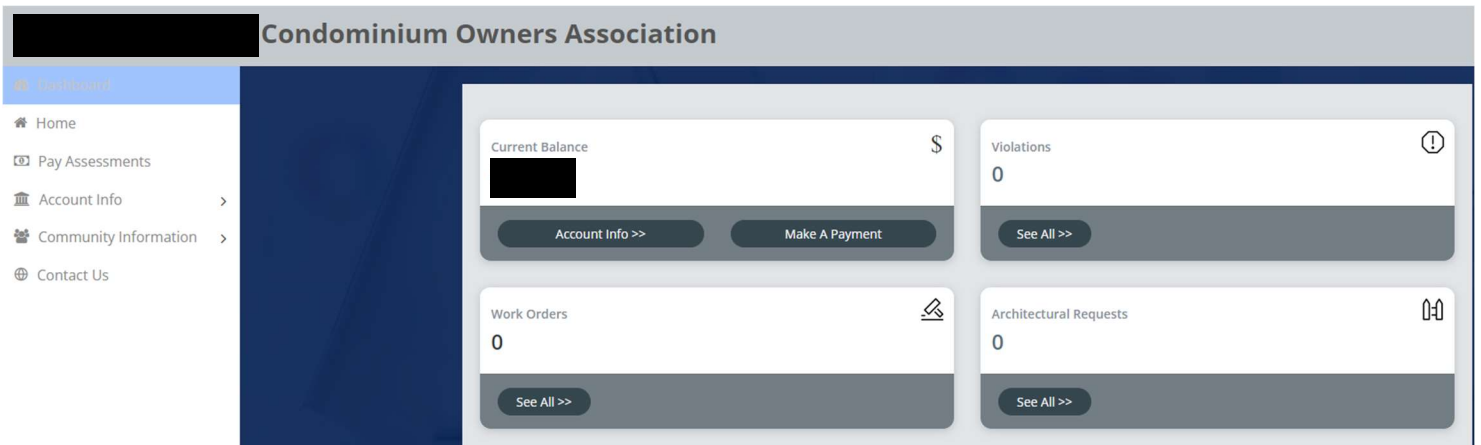


## INSTRUCTIONS FOR MAKING PAYMENTS ON CINC WEB OWNER PORTAL

Navigate to <https://condohq.cincwebaxis.com> to log into your owner web portal by clicking the **Sign In** button on the upper right portion of the screen.



After logging into the owner portal, you are directed to a Dashboard which provides a summary of your account activity. Click on the **Pay Assessments** option in the menu on the left side of the screen.



To make a one-time payment, fill in the requested information (fields with a red asterisk are required). It is **important** to ensure that the **billing address is the address associated with your bank account**.

## Condominium Owners Association

[Dashboard](#)[Home](#)[Pay Assessments](#)[Account Info](#) >[Community Information](#) >[Contact Us](#)

### Make your Payment Here !

The physical property address is the account for which you are paying.

Payment Info   Finalize   Confirmation

#### Account Information

Account:

[REDACTED]

First Name:\*

Last Name:\*

Property Address:

[REDACTED]  
Carrabasset Valley, ME 04947

Billing Address:\*

City:\*

State:\*

ME

Zip:\*

Phone:\*

( ) \_ \_

Email:\*

#### Choose Payment Method

Pay by eCheck

Pay by credit card

Pay by eCheck

Balance Due Today:

Balance Due Within 5 Days:

Amount:\*

Bank Account Type:\*

Select Account Type

Bank Routing Number:\*

Confirm Bank Routing Number:\*

Bank Account Number:\*

Confirm Bank Account Number:\*

Submit eCheck Payment

To set up recurring payments, select **New Recurring Payment** at the bottom of the screen.

Recurring Payments

Below are the recurring payments for your account.

New Recurring Payment

#	Created	Payment Day	Amount	Payment Type	Last Payment

No data to display

Fill in the requested information and select **Submit eCheck Payment** at the bottom of the screen. Please note that the payment field automatically populates with the balance due on your account. This field can be edited if you wish to set up payments for a different amount.

## New Recurring Payment

Payment Info and Plan

Finalize

Confirmation

### Account Information

Account:

First Name:\*

Last Name:\*

Property Address:

Carrabassett  
Valley, ME 04947

Billing Address:\*

City:\*

State:\*

ME

Phone:\*

( ) -

Numbers only - Do not enter dashes or  
parenthesis.

Email:\*

### Choose Payment Method

Pay by eCheck

Pay by credit card

#### Pay by eCheck

Amount:\*

Bank Account Type:\*

Personal Checking

Bank Routing Number:\*

Confirm Bank Routing Number:\*

Bank Account Number:\*

Confirm Bank Account Number:\*

Recurring Details

Frequency:

Monthly



Processing Day Of Month:\*

8



By choosing Monthly as the payment frequency, your payment schedule will not expire.

Submit eCheck Payment