

Cinc WebAxis User Guide

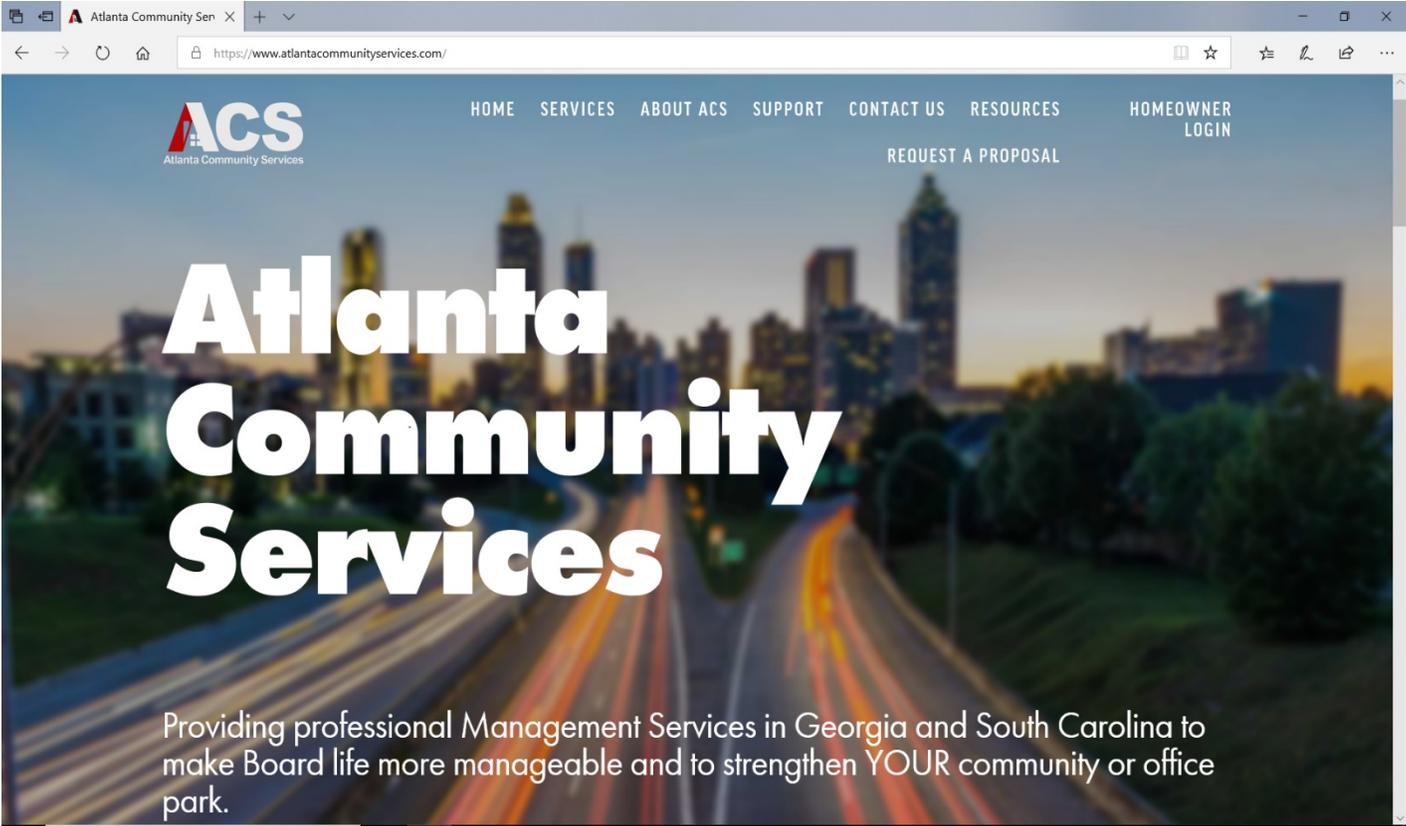
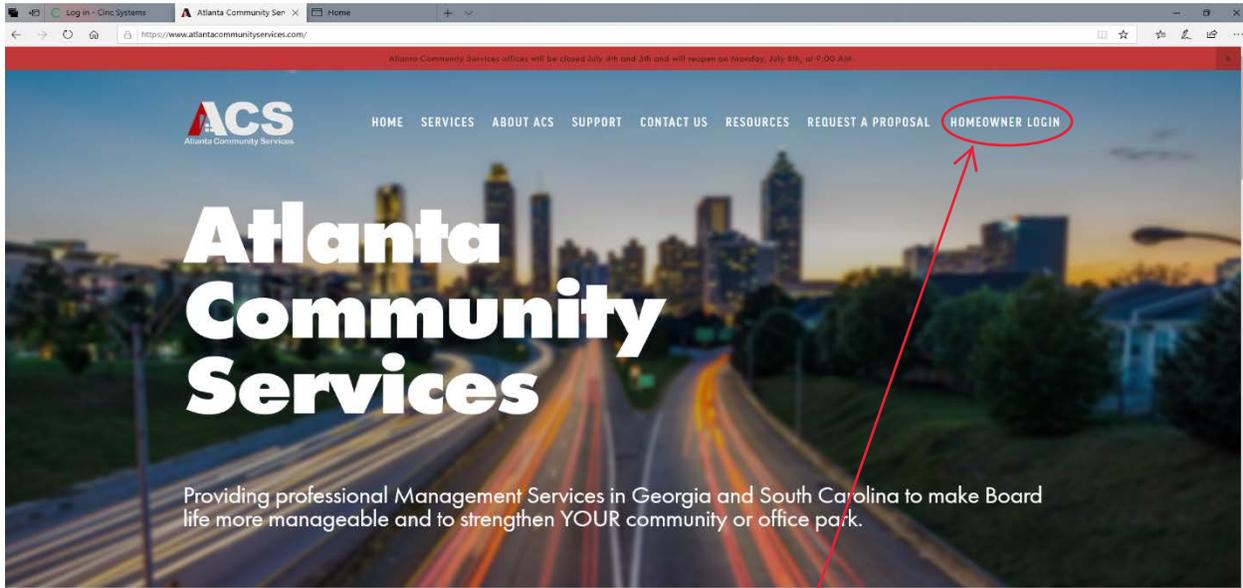


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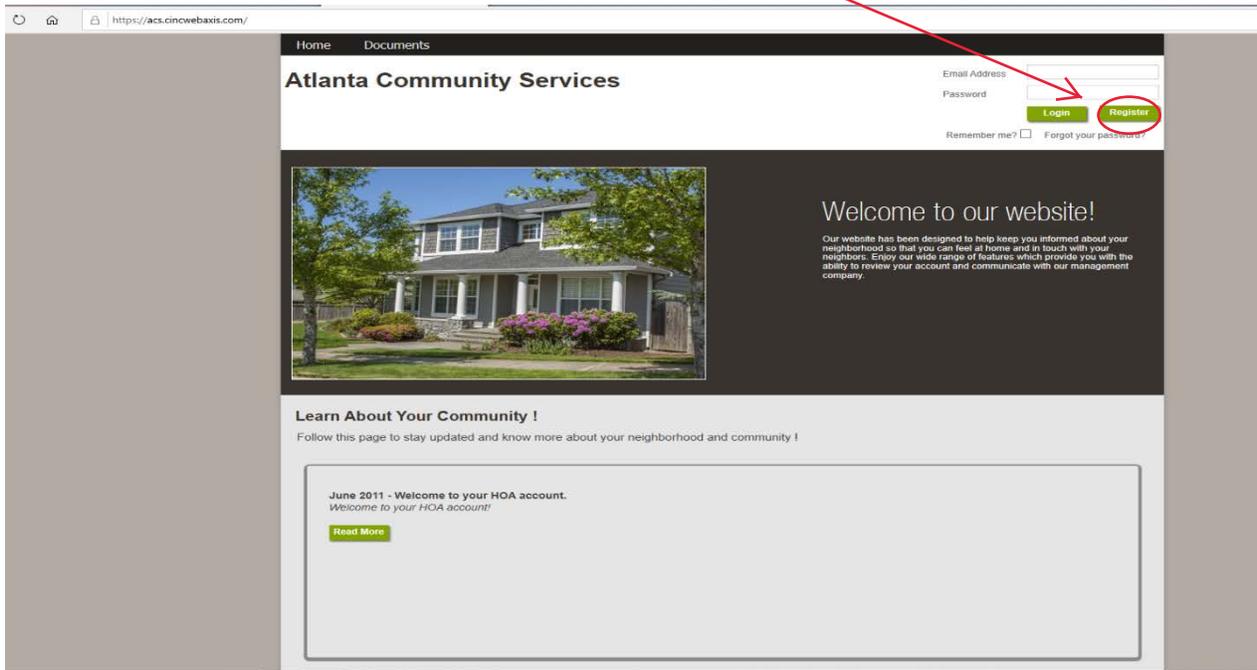
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How to Register



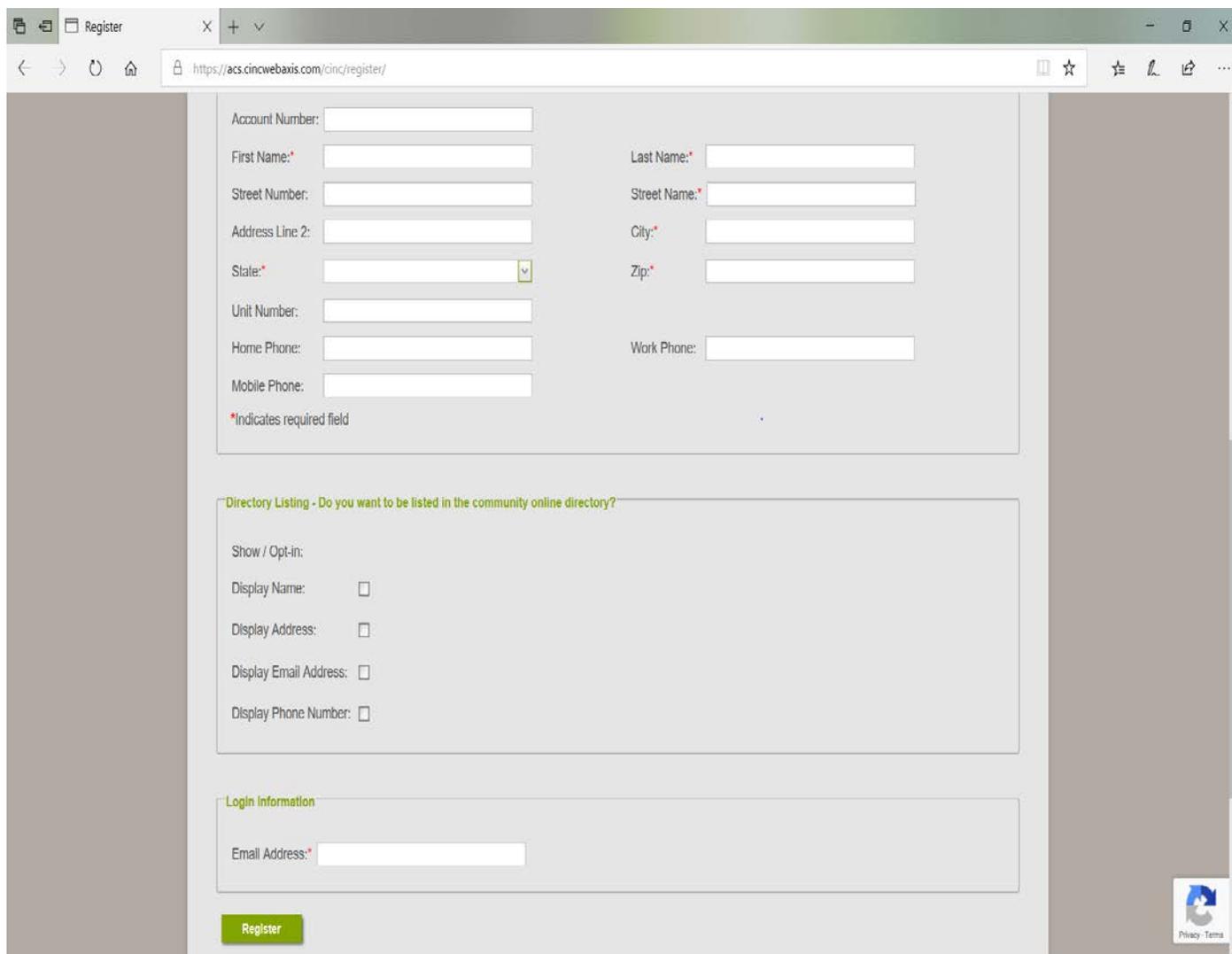
Visit www.atlantacommunityservices.com and click Homeowner Login. The page will be redirected to the page below. Click the register button.



The registration form will need to be completed before clicking register. Once the online information is submitted, a temporary password will be emailed to the email address provided. ****Be sure to check the junk/spam folder as this email is sometime filtered into one of those folders.**

The email address will be the username. Use it and the temporary password to log in.

***Certain information can be chosen to be displayed in the Homeowner Directory for the community by clicking on the boxes under the Directory Listing. Names, addresses, telephone numbers, and emails can be chosen by checking all the boxes. If only certain information is desired to be displayed, only check the box next to that information.**



The screenshot shows a web browser window with the URL <https://acs.cincwebaxis.com/cinc/register/>. The registration form includes the following fields:

- Account Number:
- First Name:*
- Last Name:*
- Street Number:
- Street Name:*
- Address Line 2:
- City:*
- State:*
- Zip:*
- Unit Number:
- Home Phone:
- Work Phone:
- Mobile Phone:

*Indicates required field

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

Show / Opt-in:

- Display Name:
- Display Address:
- Display Email Address:
- Display Phone Number:

Login information

Email Address:*



My Profile

Once successfully logged on, the password will need to be updated by selecting the My Profile Tab. Under the Log in information, enter a new password, confirm and then click submit. On this page, other information can also be updated if needed.

My Profile

Here are the personal details of your profile registered with us . If you find any discrepancy OR wish to make any changes ,please edit the information and click on Save . Feel free to contact us if any questions . We are Happy to Help You !

Account Information

Account Number: 11111 Address: Test Community HOA Inc.

Name Information - Note: Updating your name on this page, does not update your legal name on file with management company. If you need to update your legal name on your homeowner account, please contact your management company.

First Name: Test Last Name: Owner

Telephone numbers

Home Phone: 555-555-5555 Work Phone: () - - - - - Mobile Phone: 555-555-555

Login information

Email Address: test@test.com
Password:
Confirm Password:

Interest Group List - Select all the interest groups you would like to Opt-in for and receive emails regarding.

Tennis Committee

An additional property can also be registered if more than one is owned within the community, or if another property is owned in a different community THAT ACS MANAGES.

Display Address:
Display Email Address:

Register property

Additional property information

Complete the following information to register an additional property to your existing profile. You will be able to use the same login for all of your properties.

Account information

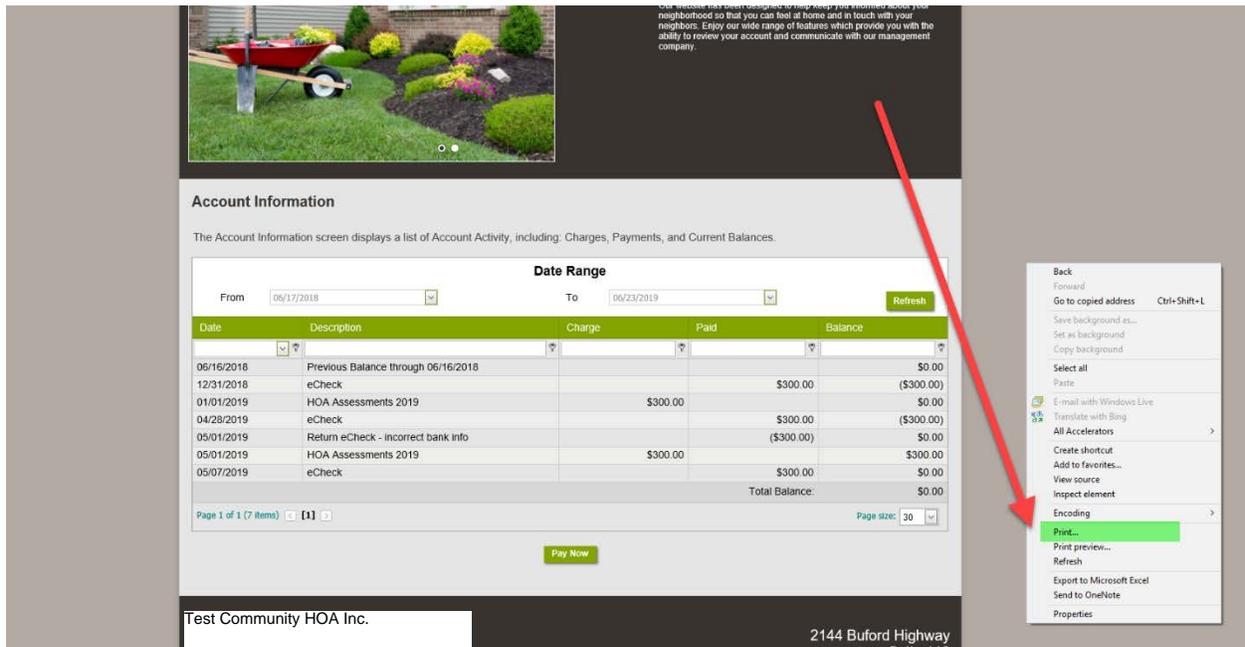
Account:

Address

Street Number: Street Address: Address Line 2:
City: State: Zip:
Unit No:

Account Information/Paying Assessments

On the Account Information Tab, the account balance can be viewed/paid and a copy of the account statement can be printed if needed for financial reasons. Right click on the screen and select print.



The screenshot shows the 'Account Information' page. At the top, there is a header with a small image of a red wheelbarrow and some text. Below that, the 'Account Information' section is displayed, including a 'Date Range' filter and a table of account activity. A right-click context menu is open on the right side of the page, with the 'Print...' option highlighted in green. A red arrow points from the top right towards the 'Print...' option.

Date	Description	Charge	Paid	Balance
06/16/2018	Previous Balance through 06/16/2018			\$0.00
12/31/2018	eCheck		\$300.00	(\$300.00)
01/01/2019	HOA Assessments 2019	\$300.00		\$0.00
04/28/2019	eCheck		\$300.00	(\$300.00)
05/01/2019	Return eCheck - incorrect bank info		(\$300.00)	\$0.00
05/01/2019	HOA Assessments 2019	\$300.00		\$300.00
05/07/2019	eCheck		\$300.00	\$0.00
Total Balance:				\$0.00

If the Pay Now button is clicked at the bottom, the page will be redirected to the Pay Assessments Tab.

This is continued on the following page.

Here a one-time payment can be selected with an echeck* or credit card**, and a Recurring Payment can also be set up where payment is automatically taken out on the day and month chosen.

*Please note that the system charges a \$1.99 fee for every echeck. This is automatically taken out.

**Credit Cards- The bank charges a 3.25% fee to process credit card payments and must be accounted for this fee when submitting payment. Example: If the assessment is \$100.00 the fee would be \$3.25 so the total payment would need to be \$103.25.

Payment Info Finalize Confirmation

Account Information

Account: 11111
First Name: Test
Last Name: Owner
Property Address: 123 Test Rd
Billing Address: 123 Test Rd
City: Lawrenceville State: Georgia
Zip: 30043
Phone: 555-555-555 Email: test@test.com

Choose Payment Method

Pay by eCheck Pay by credit card

Pay by eCheck

Paying Amount: \$0.00
Bank Account Type: Select Account Type
Bank Routing Number*:
Bank Account Number*:
Confirm Bank Account Number*:
Submit eCheck Payment

Recurring Payments

You have set below recurring payments for your account , for any changes please feel free to contact us !
New Recurring Payment

Setting Up recurring payments is continued on the next page.

After selecting New Recurring Payment. Select either echeck or *credit card and enter the required information; then select frequency (Monthly/Annual/SemiAnnual/Quarterly), the day it is to be taken out and click submit.

*If credit card is selected, the page will be redirected to the Paylease website to complete the recurring payment. Please follow the prompts that Paylease displays.

Choose Payment Method

Pay by eCheck Pay by credit card

Pay by eCheck

Paying Amount:

Bank Account Type: ▼

Bank Routing Number*:

Bank Account Number*:

Confirm Bank Account Number*:

Recurring Details

Frequency: ▼

Processing Day Of Month*: ▼

Submit eCheck Payment

Viewing Documents

To view any documents pertaining to the Association, please select the Documents tab along the top of the website. On this page, the documents can be selected to view, or download/print anything that may be needed.

Document Library

To view community-specific Documents, select a category from the list below, and click on the Document Title to download the file. Documents are often formatted in Adobe PDF and will download and open automatically if you have Adobe Reader.

Documents

- Budget
- Covenants and Bylaws
- Forms
- Guidelines & Rules
- Minutes

Filter by: [Refresh](#)

Name	Date	Size
Test Community HOA Inc.	1/10/2019	48 KB

Submitting ACC (Modification) Requests

To submit a new ACC request, select the ACC Request tab along the top. Complete the online form and upload any attachments that are necessary or that will aid in the approval process (Drawings, photos, paint swatches, etc). Scroll to the bottom and click submit. On this page, the status of your ACC request can also be viewed.

Modification Request Form

Association	Test Community HOA Inc.
Date	07/01/2019 04:42:06 PM
Owner Name	Test Owner
Address	123 Test Rd
Cell Phone	555-555-5555
Email Address	test@test.com
Estimated Project Start Date	7/1/2019
Estimated Project Completion Date	7/1/2019
ACC Type	---Select ACC Type---
Description of Project *	
For painting, please provide the paint manufacturer, color name, and color number for each location (trim, siding, garage doors, shutters, front door and any other features).	
For roofing, please provide the shingle manufacturer, shingle type and shingle color	
For fencing requests, please provide all fence details. Fence requests require a drawing showing the placement of the fence on the lot.	
For windows and doors, please provide the manufacturer, the color and the style. Please also attach a photo of the window or door.	
Structural modifications/additions require a drawing with the location marked, project details and a complete materials list. This includes playground equipment.	
Other Information	
Signature *	
Attachments	Select multiple files... Browse...

Note: Only add attachments once all required fields have been entered.

Updating Violations

To view/update any covenant violations, select the Violations tab across the top. On this page, Open (on going) violations can be viewed as well as any Closed (corrected) violations. To add comments, click the Add Comment button (ex. Lawn will be addressed by Friday; or The trash can has been put out of view). Photos of the corrected violation can be uploaded as well by clicking Add Attachments.

*****This is the only way to add a note to the account regarding a violation. It is imperative that this is updated on the website with corrective action upon receiving any violation notice.**

My Violations

Date	Description	Status			
2/14/2019	2019 - Paint Specific Areas by 12/31/19 - Annual Painting	Closed	Details	Add Comment	Add Attachments
6/22/2015	Mulch the landscape beds	Closed	Details	Add Comment	Add Attachments
6/10/2015	Mulch the landscape beds Edge/define beds from the lawn Edge	Closed	Details	Add Comment	Add Attachments
5/13/2015	Trim the shrubbery Edge	Closed	Details	Add Comment	Add Attachments
11/12/2014	Window - Screens	Closed	Details	Add Comment	Add Attachments
5/7/2014	Mulch the landscape beds Grass/weeds need removal from beds Edge/define beds from the lawn	Closed	Details	Add Comment	Add Attachments
8/12/2013	Mulch the landscape beds Edge/define beds from the lawn - Landscaping Issues	Closed	Details	Add Comment	Add Attachments
9/9/2012	Mow the Lawn - landscape	Closed	Details	Add Comment	Add Attachments
7/10/2012	Mulch the landscape beds - landscape	Closed	Details	Add Comment	Add Attachments
5/17/2012	Mow the Lawn - landscape	Closed	Details	Add Comment	Add Attachments