Northwest

Property Management

www.northwestpropertymanagement.net

Association/Homeowner's portal and mobile app - CINC WebAxis Registration

ARE YOU REGISTERED ON CINC WEBAXIS YET?

CINC WebAxis is the backbone that will help us provide: owner & association electronic communications, portal & website access, ***Northwest Mobile App*** *(both Apple & Android), work order issuing & tracking, architectural requests & tracking, amongst other great features that will benefit your entire association! The portal allows homeowners access to information such as governing documents, newsletters, budgets, meeting notices, agendas,* ***assessment accounts****, policies & procedures, forms and more!*

REGISTER TODAY – WITH THESE STEPS!

Step 1: Go to **https://nwprop.cincwebaxis.com**

Step 2: On the login page, select "Register" to Create Your Account.

Step 3: Enter your name, property address, phone number and email address in the required fields.

Step 4: Membership list Opt-out Section – You must select one of the options. AND still complete the required fields.

Step 5: Check the boxes under "Directory Listing", if you would like to be displayed in the community online directory *(this allows others in your neighborhood to contact you)*.

Step 6: Click the "Submit" button to register.

- You will receive a confirmation email and temporary password within 24-48 business hours of registering.
- The email will come from donotreply@cincsystems.net, check your spam folder just in case.
- Make sure to allow/accept emails to come from donotreply@cincsystems.net to ensure future delivery.

Step 7: Once you can log into your account page, you will see the options and features that are available to you!

How to Register for WebAxis Video: https://www.youtube.com/watch?v=gyveFNCiGNA

If you have any questions about the portal, please call us at 815-459-9187.

Sincerely,