

WELCOME TO YOUR NEW COMMUNITY!

YOUR CHECKLIST

Register for your homeowner portal

- Visit: nhoa.cincwebaxis.com
- Select "Sign In"
- Select "Create Account"
- Fill out the required information and click "Register"
- You will receive an account confirmation via *email once your request has been processed (this may take up to 3 business days)
- This email will prompt you to create a password so that you can log in
- If you need assistance getting signed up or logged in, contact North HOA Management by calling 435-774-2005 or emailing service@northhoa.com

****If you aren't seeing the emails, please check your spam folder***

Familiarize yourself with the Cinc Website

View or download the "Get Acquainted with the Cinc Website" Document from the "Governing Documents" on www.northhoa.com for an in depth explanation on the functions of the Cinc Website

Log into your account

Verify your information

Click your name in the top right corner and click "My Profile" to review & update your info

Set up automatic payments, recurring payments or make a payment

If you prefer to pay with a paper check, please send them to:

Your Association Name
c/o North Hoa Management
PO Box 271062
Flower Mound, TX 75027

Familiarize yourself with the community rules, CC&Rs, and governing documents

In the "About Us" section, click "Documents" to view all available documents for your community.

If you have any questions, please let us know. We are always happy to help!

WEBSITE

GET ACQUAINTED WITH THE WEBSITE

nhoa.cincwebaxis.com

DASHBOARD

 Dashboard


- View your current balance, go to your account information, and make a payment
- See any current violations
- View any work orders or Architectural Requests you have submitted

HOME

 Home

- See any community notices and announcements

PAY ASSESSMENTS

 Pay Assessments

- Make a payment by eCheck or by credit card
- Set up recurring payments through eCheck or credit card (processing fees apply)

AUTOMATIC PAYMENT FORM

Automatic Payment Form

- Fill out our automatic payment form to start automatic payments from your bank account (no fees charged)

ACCOUNT INFO

 Account Info



Account Information

- View your current balance and your account history, including any charges on your account
- Export your account history to an excel sheet
- Click "Pay Now" to make a payment

ACC Requests

- View any current Architectural Requests you have submitted or click "Add ACC Request" to submit one

Violations

- View any current violations on your account

Work Orders

- View any current work orders you have submitted or click "Add Work Order" to submit one

(4 3 5) 7 7 4 - 2 0 0 5
service@northhoa.com




2723 S. Hwy 89 Suite 1
Wellsville, UT 84339

My Profile

- View your profile and review or update your current information*
- Choose if you would like to opt in to be on a community directory*
- Register an Additional Property if you own more than one unit

***if you make any changes, make sure to hit "Submit" or your changes will not be saved**

ABOUT US

 About Us



Calendar

- View any upcoming meetings or community events

Documents

- View or download all Governing Documents, Meeting Minutes, Newsletters, or any other important documents from here


Directory

- View all community members who opted in for their information to be on a community directory

Photos

- View any photos of your community that have been added

CONTACT US

 Contact Us

- Submit a message directly to North HOA Management

YOUR NAME IN RIGHT CORNER



Your Name ▾

My Profile

- View your profile and review or update your current information*
- Choose if you would like to opt in to be on a community directory*
- Register an Additional Property if you own more than one unit

***if you make any changes, make sure to hit "Submit" or your changes will not be saved**

Switch Account

- If you have more than one property, you can toggle between them here by selecting a property and clicking "Switch Account"

Sign Out

- Make sure any changes you have made are saved before signing out

Please let us know if you have any questions, or if you need help accessing the website.

We are always happy to help!

(4 3 5) 7 7 4 - 2 0 0 5
service@northhoa.com



2723 S. Hwy 89 Suite 1
Wellsville, UT 84339

CINC WEBSITE

REGISTERING AN ADDITIONAL PROPERTY

nhoa.cincwebaxis.com

ADDITIONAL PROPERTIES

IF YOU DO NOT OWN MORE THAN ONE PROPERTY, YOU CAN DISREGARD THIS PAGE.

If you own more than one property at your HOA, or you own more than one property in any of the HOAs that North HOA manages, you can set up your Cinc account to link your properties together under one login.

Below are the steps to setting up your properties to be linked under the same account:

1. Log in with your existing account. (Or sign up & create your account.)
2. Select your username in the upper right corner of the website.
3. Select the MY PROFILE option.
4. From the MY PROFILE screen you will see the button to REGISTER AN ADDITIONAL PROPERTY.
5. Fill the information out. (For the account number, it does not matter what you type in, our system is looking to match with last name and address. So feel free to type in your unit address in the account number to fill in the space.)
6. Once you fill that out, we will get a notification on our end that we need to approve your additional address. (This may take up to 3 business days.)
7. After your approval, you'll be able to select your username in the upper right corner & select SWITCH ACCOUNT to switch between your properties.

(Once you are in SWITCH ACCOUNT, you can toggle between them by selecting a property and clicking "Switch Account".)

If you have any questions, please let us know. We are always happy to help!

(4 3 5) 7 7 4 - 2 0 0 5
service@northhoa.com



2723 S. Hwy 89 Suite 1
Wellsville, UT 84339
