

# CINC WEBSITE

## REGISTERING AN ADDITIONAL PROPERTY

[nhoa.cincwebaxis.com](http://nhoa.cincwebaxis.com)

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### ADDITIONAL PROPERTIES

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 up 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!**

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