

# CINC WEBSITE

## GET REGISTERED & LOGGED IN

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### Register for your homeowner portal

- Visit: [nhoa.cincwebaxis.com](http://nhoa.cincwebaxis.com)
- Select "Sign In"
- Select "Create Account"
- Fill out the required information and click "Register" (please see back of this paper to view how to properly put in your address when registering)
- 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](mailto: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 "Cinc Website" documents on [www.northhoa.com](http://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 "Association Documents" 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!**

( 4 3 5 ) 7 7 4 - 2 0 0 5  
[service@northhoa.com](mailto:service@northhoa.com)



2 7 2 3 S. H w y 8 9 S u i t e 1  
W e l l s v i l l e , U T 8 4 3 3 9

If you have an address with street numbers:

User Information (Used for verification only)

Account Number:	<input type="text"/>	Last Name:*	<input type="text" value="Doe"/>
First Name:*	<input type="text" value="Jane"/>	Street Name:*	<input type="text" value="South 200 East"/>
Street Number:*	<input type="text" value="155"/>	City:*	<input type="text" value="Name of City"/>
Address Line 2:	<input type="text"/>	Zip:*	<input type="text" value="Zip"/>
State:*	<input type="text" value="UT"/>	Work Phone:	<input type="text" value="( ) - -"/>
Unit Number:	<input type="text"/>		
Home Phone:	<input type="text" value="( ) - -"/>		
Mobile Phone:	<input type="text" value="( ) - -"/>		

\*Indicates required field

If you have an address with a street name:

User Information (Used for verification only)

Account Number:	<input type="text"/>	Last Name:*	<input type="text" value="Doe"/>
First Name:*	<input type="text" value="Jane"/>	Street Name:*	<input type="text" value="Penny Lane"/>
Street Number:*	<input type="text" value="155"/>	City:*	<input type="text" value="Name of City"/>
Address Line 2:	<input type="text"/>	Zip:*	<input type="text" value="Zip"/>
State:*	<input type="text" value="UT"/>	Work Phone:	<input type="text" value="( ) - -"/>
Unit Number:	<input type="text"/>		
Home Phone:	<input type="text" value="( ) - -"/>		
Mobile Phone:	<input type="text" value="( ) - -"/>		

\*Indicates required field

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

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2723 S. Hwy 89 Suite 1  
Wellsville, UT 84339

# CINC WEBSITE

## GET ACQUAINTED WITH THE WEBSITE

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

### MY ACCOUNT

[My Account](#)

- 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

### MY REQUESTS & MAINTENANCE

 [My Requests and Maintenance](#)

#### ACC Requests

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

#### Work Orders

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

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# ASSOCIATION DOCUMENTS

Association Documents



## Documents

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

## Calendar

- View any upcoming meetings or community events

## 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

# VIOLATIONS

Violations



## My Violations

- View any current violations on your account

## Submit an Anonymous Violation

- Submit an anonymous violation.

**\*THESE OPTIONS MAY NOT BE AVAILABLE IF NORTH DOES NOT MANAGE RULE ENFORCEMENT FOR YOUR HOA.**

# 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!**

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# 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".)

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