

# Navigating your Payment Portal

The website address is: <https://icon.cincwebaxis.com/>>> Click Link to open

**IF YOU NOT REGISTERED YOUR 2ND ASSOCIATION ACCOUNT:** Skip to step 6

1

The website will pull up your Master Association **OR** Neighborhood Association. Click Dashboard in tabs to pay your fees → More on this below in step 5. To Switch to your other Association you will then, Click your name in the Top Right Corner.

Verdana Village Neighborhood Association 1 Inc

Dashboard Home Account Info Public Documents Community Information Contact Us

KE Your Name

Welcome to our website!

Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in touch with your neighbors. Enjoy our wide range of features which provide you the ability to review your

**NOTE:** If you Click the Icon with your Initials- It will **NOT** work. You must click your full first/last name.

This portal is for the Verdana Village Master Association.

To view/pay assessments for the Verdana Village Neighborhood Association, please follow the steps below.

Go to My Profile page and click the "Register an Additional Property" button. Enter the information of the other property and click Submit:

#### My Profile

Here are the personal details of your profile registered with us. If you find any discrepancy click edit to make any changes, please edit the information and click Save. Feel free to contact us if you have any questions. We are happy to help you!

Account Information	Register an Additional Property
Account Number: 0002	
Property Address: 222 Apple Ave, Springfield, MA 01108	

Once the second property is registered, you can switch between accounts by either clicking your name and clicking Switch Account

My Profile
Switch Account
Sign Out

Select the account you want to switch to and click 'Switch'

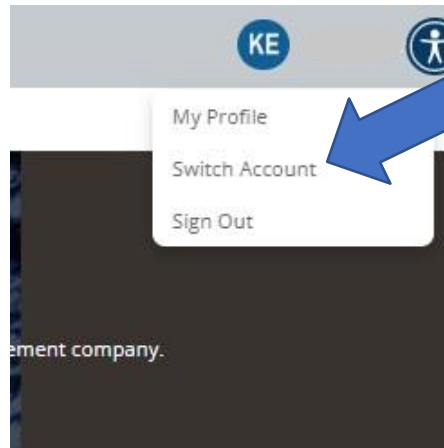
Verdana Village Neighborhood Association 1 Inc

Powered by CINC Community Association Management Software

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2

After you CLICK your name a drop box will appear. Then, click Switch accounts.



3

You will then Click the bubble next to the account not selected and Click Switch Account. If it Does not show your 2<sup>nd</sup> account, you will need to register your 2<sup>nd</sup> property. Instructions on that starting on step 6

A screenshot of a "Switch Account" dialog box. The dialog has two main sections. The top section, titled "SELECTED ACCOUNT", shows fields for "User Name:" (John Doe), "Account:" (01235NL), "Address:" (01235 Napa Loop), and "Unit:". The bottom section, titled "SELECT ANOTHER ACCOUNT", shows fields for "Account:" (John Doe), "Address:" (01235NL), and "Unit:" (01235 Napa Loop). A blue arrow points to the "Account:" field in the bottom section. A "Switch Account" button is located at the bottom right of the dialog box.

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If you've already Registered your Second Property (Which is just your Second set of fees, Master/Neighborhood) It will take you to the Welcome Page. How you tell what Association portal you are in → On the left, on both the top and bottom will display the Association portal Name.

Verdana Village Master Association Inc

Home Account Info Documents Community Information Contact Us

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Account Information

Account Number: 00002

Property Address: 222 Apple Ave, Springfield, MA 01108

Register an Additional Property

Name Information - Note: Changing 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 accounts, please contact your management company.

Once the second property is registered, you can switch between accounts by either clicking your name and clicking Switch Account

Cyril Hign  
My Profile  
Switch Account  
Sign Out

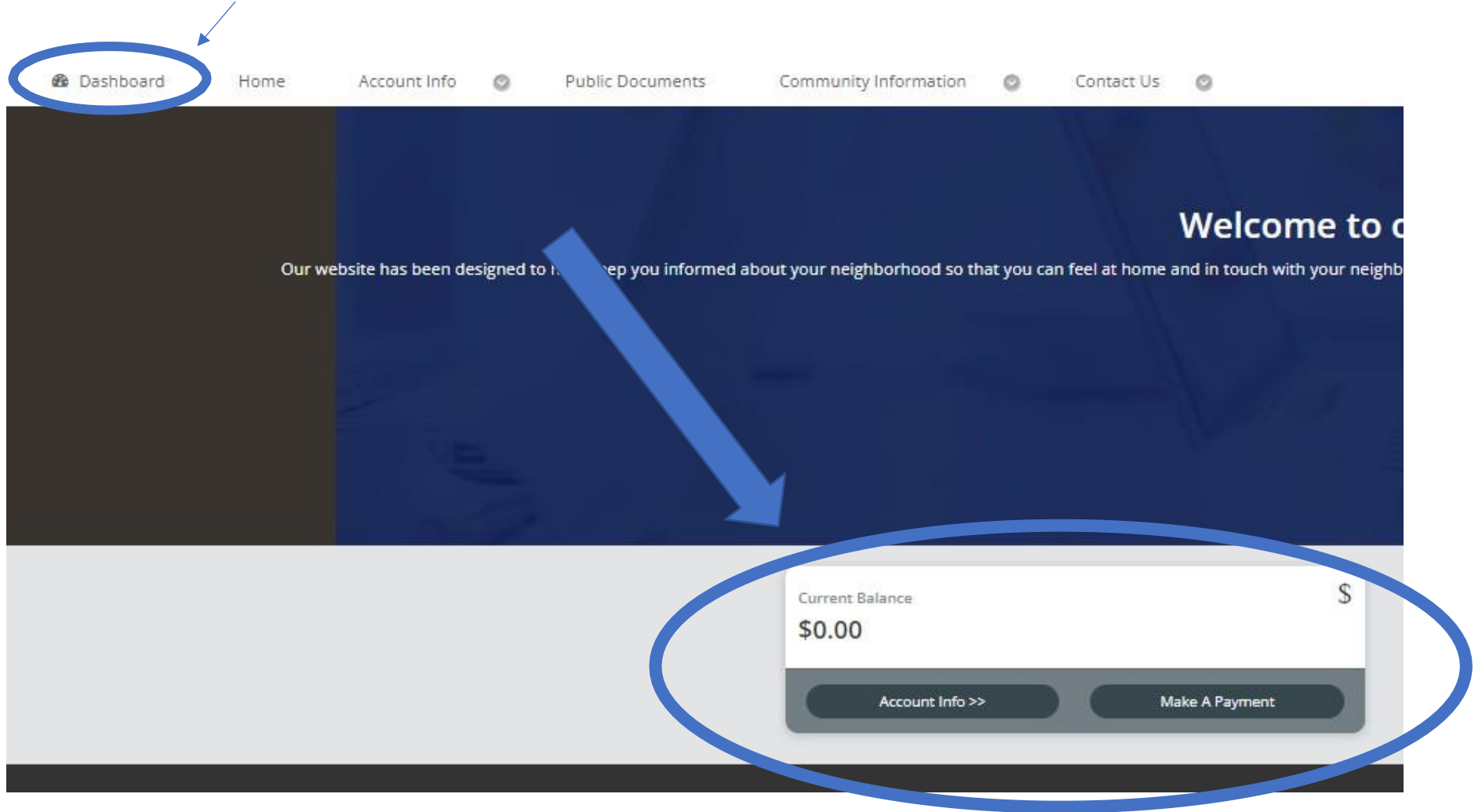
Select the account you want to switch to and click 'Switch'

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5

**Paying the Fees:** Click Dashboard and it will take you to the below page. If you have a balance, it will display below. Click Make payment, enter information, and proceed to make the payments.



## IF YOU DON'T SEE YOUR SECONUD ACCOUNT: How to register your 2<sup>nd</sup> property (This is just registering your home under the 2<sup>nd</sup> Association)

Here in Verdana, there is the Master Association and the Neighborhood Association.

6

Go to Account Info, Click my Profile.



7

Your **My Profile** Page should pop up. Click Register an Additional Property.

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: 020083NL  
Property Address: 20083 Napa Loop  
Estero, FL 33928

Register an Additional Property

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This Window will pop up. Input the **same** info you used to register your property the First time you Registered.

Once you Click Submit

Corporate is sent the Request to register the 2<sup>nd</sup> property (2<sup>nd</sup> Association).

You will not be able to toggle between the Associations until Corporate approves the Registry. So, if you're on Step 3... If you don't see another account to switch to,

Then you have not been approved yet.

The screenshot shows a web application window titled "Register property". Inside, there's a section titled "Additional property information" with a sub-header "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." Below this, there are two main sections: "Account information" and "Address". The "Account information" section has a single input field labeled "Account:\*". The "Address" section has multiple input fields: "Street Number:\*", "Street Address:\*", "Address Line 2:", "City:\*", "State:\*" (a dropdown menu), "Zip:\*", and "Unit No:". At the bottom of the form are two buttons: "Submit" and "Cancel". A blue arrow points from the left towards the "Submit" button, which is also circled in blue.

Corporate will register the property under the Association you do not already have access to, once it's registered your balance for that Association will display under your **dashboard**, then proceed to pay that Fee following the same steps displayed in step (---)