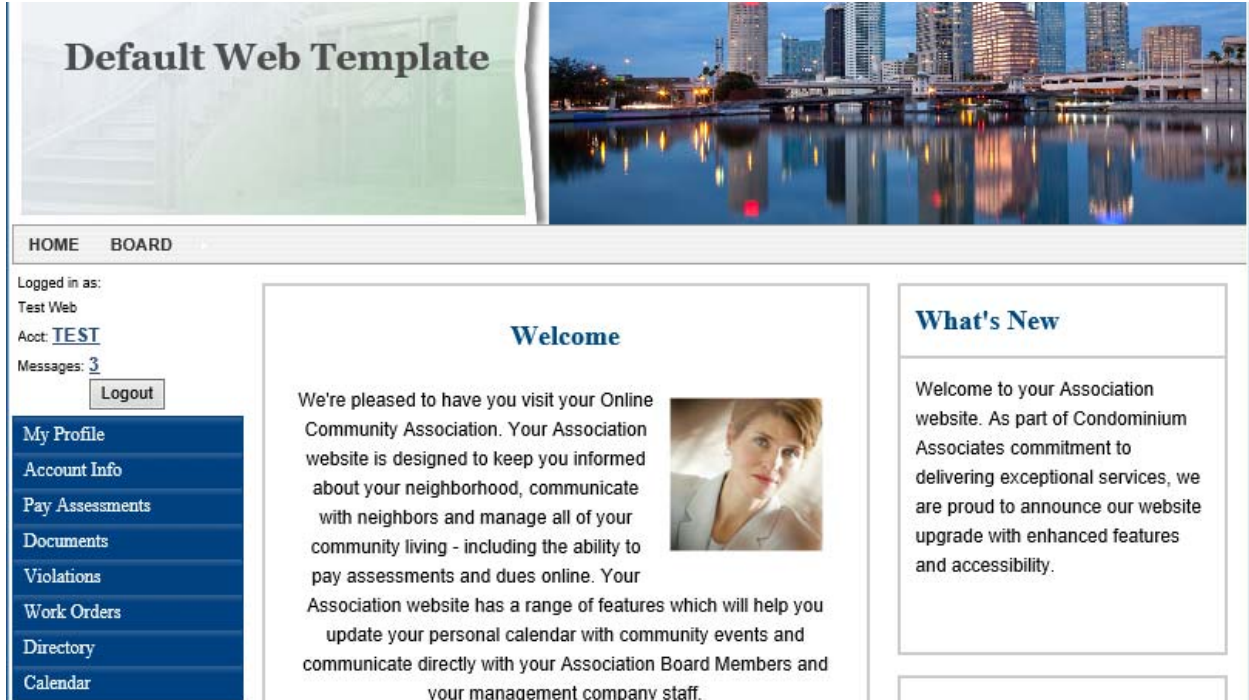


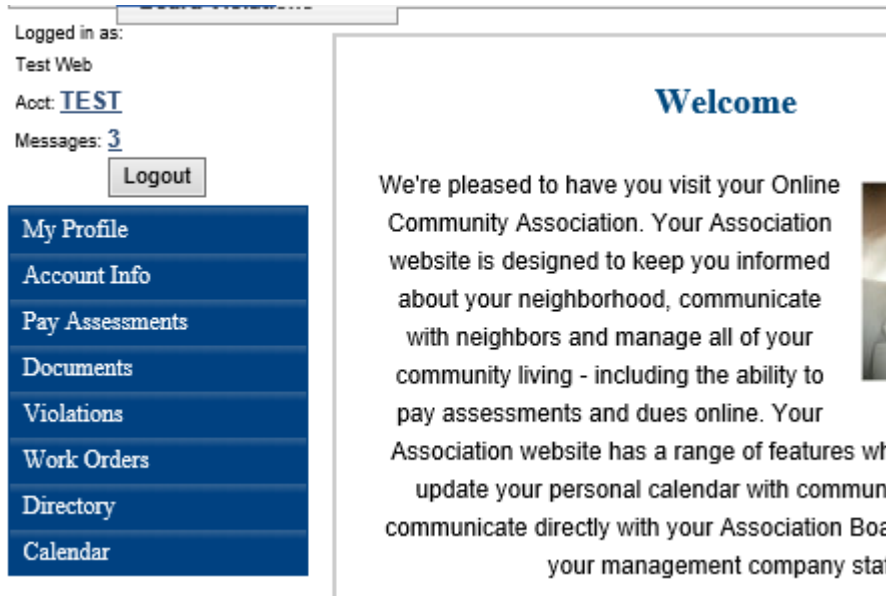
Website – Using the Owner Functions

This is your Owner Homepage. The *Board* functions will only be available to Board Members.



The screenshot shows a web interface with a header area containing a navigation menu with 'HOME' and 'BOARD' options. Below the header, there is a 'Logged in as:' section showing 'Test Web' and 'Acct: TEST', along with a 'Messages: 3' notification and a 'Logout' button. A vertical blue sidebar on the left contains a menu with items: 'My Profile', 'Account Info', 'Pay Assessments', 'Documents', 'Violations', 'Work Orders', 'Directory', and 'Calendar'. The main content area features a 'Welcome' heading, a paragraph of text, and a small portrait of a woman. To the right, there is a 'What's New' section with a paragraph of text.

Note the Menus available in the left margin Blue Bar.



This is a close-up view of the user interface, focusing on the 'Logged in as:' section and the blue sidebar menu. The 'Logged in as:' section displays 'Test Web', 'Acct: TEST', and 'Messages: 3' with a 'Logout' button. The blue sidebar menu lists: 'My Profile', 'Account Info', 'Pay Assessments', 'Documents', 'Violations', 'Work Orders', 'Directory', and 'Calendar'. The main content area shows the 'Welcome' heading and the beginning of a paragraph of text.

My Profile takes you to the User Profile page. The User Profile page tracks User and Login information.

User Profile

Your User Profile is an important aspect of your online community. It should be updated frequently as your information changes to be certain that your payments, preferences and other tools in the system are configured properly to best serve your needs.

User Information

First / Last Name*:	Test	Web
Home Phone:		
Work Phone:		
Mobile Phone:		

Login Information

E-Mail Address*:	test@cincsystems.com
Password*:	
Confirm Password*:	


Directory Listing on the User Profile page allows Owners to determine the information they would like others using the website to see by selecting Show/Opt In:

Directory Listing - Note: This needs to be updated for each of your property accounts listed below.

Show / Opt-in:	<input checked="" type="checkbox"/> Display Name
Show / Opt-in:	<input checked="" type="checkbox"/> Display Address
Show / Opt-in:	<input checked="" type="checkbox"/> Display Email Address
Show / Opt-in:	<input checked="" type="checkbox"/> Display Phone Numbers

Properties Assigned to This Profile on the User Profile page show the Account #/Address/Unit for all properties associated with this Owner. To add properties use the Register An Additional Property button.

Properties Assigned To This Profile			
Click below on the Account Number of the property that you wish to make a payment for or to view information.			
Default	Account #	Address	Unit
<input type="radio"/>	TEST	3055 Breckinridge Blvd	




For Owners with multiple properties, toggle between accounts by clicking the underlined *Account #*.

Properties Assigned To This Profile			
Click below on the Account Number of the property that you wish to make a payment for or to view information.			
Default	Account #	Address	Unit
<input checked="" type="radio"/>	6803302	1328 Pasadena Ave S	3302
<input type="radio"/>	<u>68141</u>	Slip 41	41

The *Account Info* button opens the *Account Information* page. The *Account Information* page shows Owner's account activity and current balance.

Account Information

As a registered user, the page below contains information about your accounts, recent activity and your current balance.



Date	Description	Charge	Paid	Balance
01/01/2017	Maintenance fee 2017	\$423.04		\$423.04
01/06/2017	Check # 48229301		\$423.04	\$0.00
02/01/2017	Maintenance fee 2017	\$423.04		\$423.04
02/02/2017	Check # 57452180		\$423.04	\$0.00
03/01/2017	Maintenance fee 2017	\$423.04		\$423.04
03/02/2017	Check # 65806564		\$423.04	\$0.00
04/01/2017	Maintenance fee 2017	\$423.04		\$423.04
04/05/2017	Check # 75146461		\$423.04	\$0.00
Sub Total:		\$1692.16	\$1692.16	\$0.00


The *Pay Assessments* button opens the payment screen. From this screen you may make a *One-Time Payment* or *Recurring Payment* via E-Check and Credit Card. Simply click the button and fill in the requested information.

One-Time Payment				
Pay Assessments				
One-Time Online Payment				
<input type="button" value="Electronic Payment"/>		Authorize a one-time payment from your bank account.		
<input type="button" value="Credit Card"/>		Open a secure payment window to authorize a charge to your credit card.		
Recurring Payments				
Created	Payment Day	Amount	Payment Type	Last Payment
<input type="button" value="New Recurring Electronic Payment"/>			<input type="button" value="Credit Card"/>	

The *Documents* button will open the *Online Documents* page. The *Online Documents* page will provide access to Governing Documents, Policies, Meeting Notices, and a variety of other Association Documents. Categories are used to refine Document searches. Please note that some Documents may only be available to Board Members.

Online Documents


There are a wide range of documents that can be made available to online users. To utilize this function, please select a category from the list below. When the list of documents in that category appear, you and click on the document title to download that document. Documents are often formatted in Adobe .PDF format and they will download and open automatically if you have Above Reader. To download the latest verions of Adobe Reader [click here](#).



Select a Category	Agendas and Notices	Published Date	
	Governing Documents	02/16/2017	2012 Notes.pdf (Type: PDF, MBytes: 0.03)
	Meeting Minutes	02/16/2017	2016 BOD.pdf (Type: PDF, MBytes: 0.21)
	Property Forms	02/16/2017	REVISED Agenda 3-26-15 BOD meeting.pdf (Type: PDF, MBytes: 0.03)
	Property Information	02/16/2017	Reconvened Annual Meeting 16 May.pdf (Type: PDF, MBytes: 0.03)
	Property Insurance	02/16/2017	October 12th Emergency Board Meeting Agenda.pdf (Type: PDF, MBytes: 0.03)
	Property Policies	02/16/2017	

The *Violations* button will open the *Homeowners Association Violations* page. This page tracks the Violation Date, Description and Status of any Violations related to this Owner.

Homeowner's Association Violations



A variety of violations can be listed in this area. If you currently have are violation outstanding, in process or closed, you can click on the Violation Date or Description to view additional information about that violation. If you would like to add comments to the Board or other review members, click on "Add Comment" or the "Additional Comment" button to submit your comments.

Violation Date	Description	Status
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The *Work Orders* button opens the *Work Orders* page. The *Works Orders* page tracks the Work Order Number, Date Issues, Due Date, Description and Status of any Work Orders related to this Owner. Additionally, an Owner may submit a new Work Order request from this page.

Work Orders

Members may track their own work order and request work orders on-line. Simply click on "New Work Orders" If you have a current work order the status may be previewed and comments added as needed.

WO #	Issued	Due Date	Description	Status
<input type="button" value="New Work Order"/>				

The *Directory* button opens the *Online Directory* page. The *Directory* available to all Users is the *Opt In Directory* which includes all Owners and their information as selected on their *User Profile* page. Board Members will have access to additional Directories.

Online Directory

To browse through the directory, choose a list from the drop-down menu of the Online Directory options. The "Opt In" Directory consists only of Owners selecting to share information when setting up their User Profile.

*If any information is not populated, it was excluded at that user's direction.

Directory	6000 Opt In Homeowners ▼			
Last Name	First Name	Address	Phone	Email
		5775 Park Street North	(781) 818	

The *Calendar* button opens the *Calendar of Events* page. The *Calendar of Events* tracks announcements that have been submitted to the Management Company for posting. Events are viewable by Category and users may move through months using the left and right arrows.

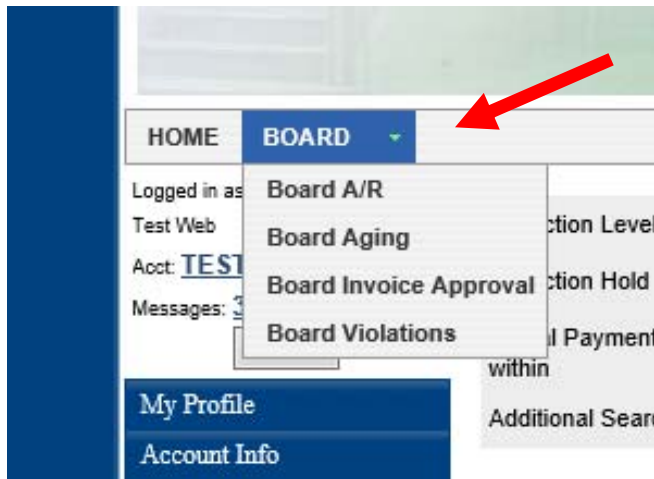
Calendar of Events

The calendar below is specific to your Association. You can click on events to see more details about that event, use the drop-down menu to see more categories of events and use the < and > arrows to scroll through the months for a complete view of activities throughout the year.

◀	April 2017					▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

All Categories
Board Meeting
Committee Meeting
Member Meeting
Special Events

Board functions are available to Board Members by selecting the *Board* dropdown from the top menu.



Board A/R opens a window showing the Owners with balances which are past due and their collection status. You may open any function including Violations (V), Work Orders (WO), Status or Owner Ledger.

Collection Level:

Collection Hold Reason:

Partial Payment within: Days

Additional Search: (Name/Address/Account #)

Homeowner / Address	V	WO	Collection / Hold / Resume	Balance / Last Pay
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Board Aging opens a window showing Owners with prepaid and unpaid balances sorted in 30/60/90 order.

Board Aging

The aging report is presented in real-time. This screen allows you to drill down into the homeowners account detail to see charges, payments and collections history on each account. Homeowners with a zero balance will not be reflected on this report.

Sort By:

Description	Current	Over 30	Over 60	Over 90	Balance
Association Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Board Violations will bring up the Board of Directors/Violations window. The Board of Directors/Violations window tracks Violations issued to any Owner and the status of the Violation.



Board of Directors/Violations

The Board of Directors manages a multitude of tasks including a wide variety of violations within a Homeowner's Association. As a Board Member, we can assist you by providing the online tools and applications necessary to manage your duties located below.

ew	Violations w/o Fines	Violations Pending Approval	Violations w/Active Fines
Address	Violation Detail		
1144 Arbor Run Dr. Unit: 4	04/07/2017 - Garbage Cans	Level 1	<input checked="" type="checkbox"/> Remove Garbage Can from View
1144 Arbor Run Dr. Unit: 22	02/22/2017 - Administrative - HOA	Level 1	Fine Starts On: 3/4/2017 <input checked="" type="checkbox"/> Lease Update Needed
1144 Arbor Run Dr. Unit: 46	01/13/2017 - Building Exterior - HOA	Level 1	Fine Starts On: 1/23/2017