

## Registering for the new homeowner portal

You can go to: <https://cityandvillage.cincwebaxis.com> directly or you can go through our website (cityandvillage.com)

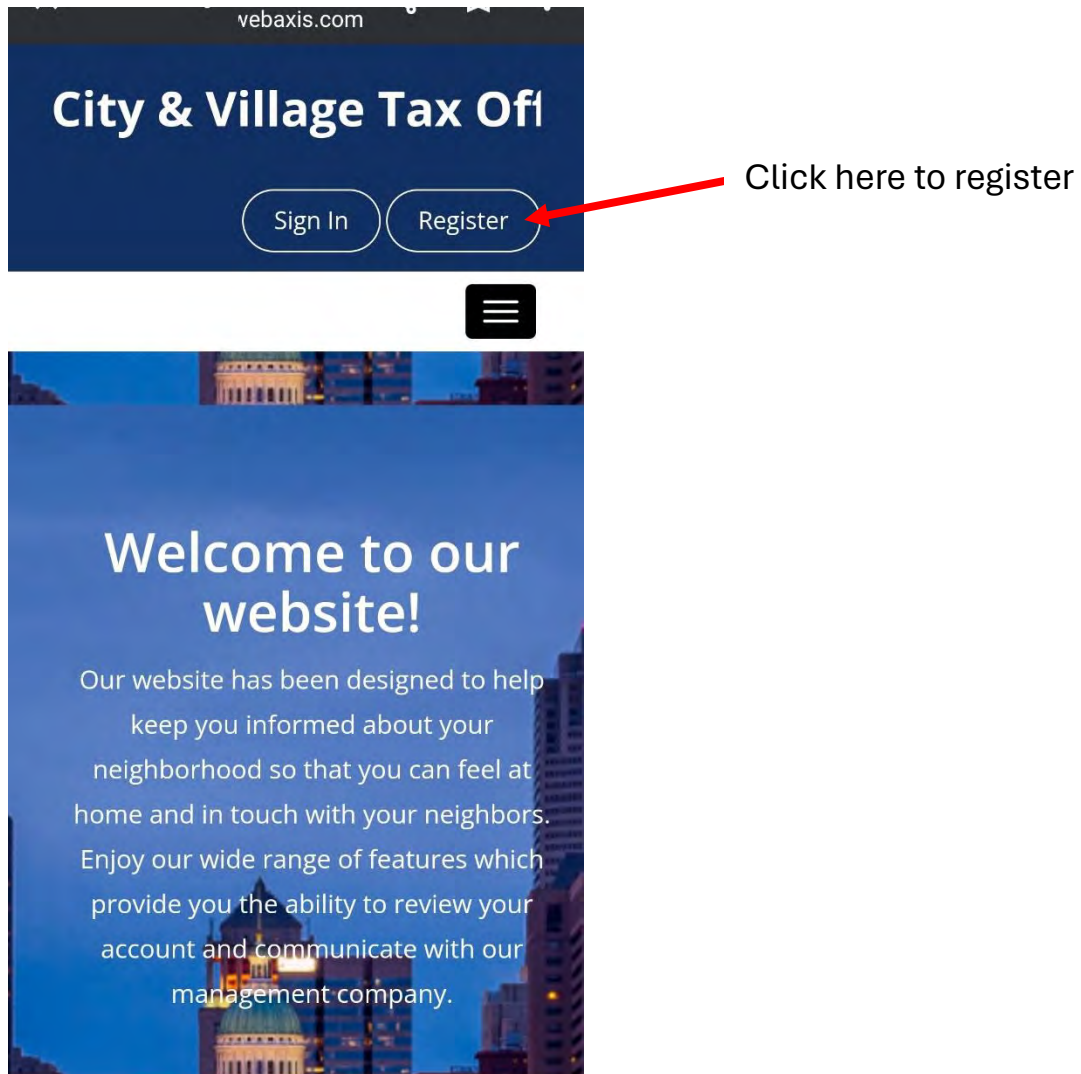
Should you go through our website, you will complete the steps below:



The screenshot shows the City & Village Tax Office website. At the top, there is a dark blue header with the text "City & Village Tax Office" and a "MENU" button. Below the header is the logo for "City & Village TAX OFFICE • SINCE 1937". The main content area is light gray and contains a paragraph: "We are dedicated to continuing our 85+ year tradition of providing first-rate collection and bookkeeping services, crucial to the financial management of subdivisions, associations and local governments." Below this paragraph are two buttons: "LEARN MORE" (white with blue text) and "GET STARTED" (blue with white text). The bottom section of the page is a dark blue banner with the heading "WebAxis" in white. Below the heading is a paragraph: "City & Village Tax Office has invested in new software to manage the billings and collections of your HOA. Using the desktop portal or mobile app, you can access your account, make online payments, and view the governing documents for your HOA." Below this paragraph is a white button with blue text that says "PRE-REGISTER NOW!". A red arrow points from the text "Scroll down to the WebAxis section and click on the 'PRE-REGISTER NOW!' button" to this button. Below the button is another paragraph: "Please note, we are in the process of transitioning to a new software program that will allow you to have access to your account, make online payments and view your HOA governing documents. Please use the button above to".

Scroll down to the WebAxis section and click on the 'PRE-REGISTER NOW!' button

Once you click on this button, it will take you to the following - which can also be directly accessed by clicking: <https://cityandvillage.cincwebaxis.com>



Once you click on the Register button, you will be brought to the Login Registration screen as shown below. \*Please note\* 2 out of 3 identifiers (name, address, and account number) need to match to what is on the homeowner assessment bill. If a homeowner's first name on their assessment bill is listed as William, it cannot be entered as Bill/Will. All fields marked with '\*' are required entries. The membership/directory lists are lists that are public to all homeowners, so if the homeowner does not wish to be on that list, they will opt out.

Sign In

Register



## Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number:

First Name:\*

Last Name:\*

Street Number:\*

Street Name:\*

Address Line 2:

City:\*

State:\*

Zip:\*

Unit Number:

Home Phone:

Work Phone:

Mobile Phone:

\*Indicates required field

Membership List Opt-Out

The membership list can be requested by any member. It includes the member's name, address and e-mail address. You may opt-out of this list by checking the box below.

Choose one\*

- I choose to **opt-out** of being listed on the membership list
- I choose to **opt-in** to being listed on the membership list

Date:

Signature:

By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature.

Residence Address:

Email Address:

Directory Listing - Do you want to be listed in the community online directory?

**By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.**

Show / Opt-in:

Display Name:


Display Address:

Display Email Address:

Display Phone Number:

Login Information

Email Address:\*

Refresh

Input symbols

Type the characters you see in the picture above.

By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

[Register](#)

Once you fill in the information above, enter the shown symbols to verify you are a human and click the Register button, you should receive an email within 10-15 minutes stating that you have registered on the portal and to click the link to set up a password.

\*If you do not receive an email in that timeframe, more than likely the information that was entered did not match 2 out of the 3 qualifiers and it needs to be manually approved by City and Village Tax Office staff.

Homeowners can also scan the below QR code to get to the registration page as well:



Scan me to Register!

Should a homeowner choose to download our app instead of having to login through their web browser, our app is circled below:

