



Dear Homeowner,

We are reaching out to share more details about our software and banking upgrades to CINC Systems and Association Prime.

This notice includes instructions for:

1. How to register on the new CINC web portal (required for online payments)
2. How to register multiple properties, including if you live in a Master Association
3. Online payments (ACH), recurring and one-time payments
4. Check payments
5. Personal bank payment service

1. **Registration on CINC web portal.** This is required to make/schedule online payments and for access to all portal features.

- a. Go to <https://centennial.cincwebaxis.com/>
- b. Click on “Sign In” button in the upper right corner
- c. Click on blue “Create Account” button
- d. Complete the “Login Registration”. All red asterisks (*) indicate required fields.
 - i. (Note: Use abbreviations for address and do not include periods – For example: 12345 W 200th St)
- e. You may opt-in to the Directory Listing.
- f. Type in the “Input Symbols” as required.
- g. Click “Register” and your request will be sent to Centennial for approval.
- h. Once approved you will receive an email from DoNotReply@cincsystems.com with a link to set your password for your log in.
- i. Click the link in the email you receive.
- j. Enter your New Password.
- k. Close Window and log in.

2. **Register multiple properties | Register Sub-Association and Master Association**

- a. Log into the website and click on the **Account Info** dropdown.
- b. Choose **My Profile** and select **Register an Additional Property**.

- i. Complete the “Additional property information”. All red asterisks (*) indicate required fields.
 - ii. If you do not know your Account number, enter your Last Name.
 - iii. (Note: Use abbreviations for address and do not include periods – For example: 12345 W 200th St).
 - iv. Click “Submit” and your request will be sent to Centennial for approval.
 - v. Once approved you will receive a confirmation email from DoNotReply@cincsystems.com.
 - vi. You can now toggle between property information on your **My Profile** page.
3. **Online Payments (ACH).** With ACH, your assessment payment is automatically deducted from your checking account each assessment due date. The charge for this service is \$1.99 per payment.
 - a. Recurring payments **can be scheduled now, for any date on or after December 1st**.
 - b. **One-time payments** – you can log in on December 1st or after to make one-time payments. **You cannot make a one-time payment before December 1st**.
 - c. Go to <https://centennial.cincwebaxis.com/>
 - d. Click on the “Sign In” button in the upper right corner
 - e. Enter your email address and password
 - f. On the Dashboard select the green “Make A Payment” button. Your account and address will auto fill.
 - g. Complete all required fields and “Choose Payment Method”. (“Pay by eCheck” or “Pay by credit card”.)
 - h. Enter amount and banking information and select green “Submit Payment” button.
 - i. Review information and select green “Submit Payment” button.
 - j. **For recurring payments**, select green “New Recurring Payment” button at the bottom of the page to set up recurring payments. Complete all fields and steps as required.
4. **Check Payments.** The mailing address has changed. Please make your check payable to your Association and include your account number (listed on your invoice/statement) on the memo line. Note: Your account number has not changed.



Mail checks to:

- a. *Your Association Name*
- b. c/o Centennial Management
- c. PO Box 21601
- d. Tampa, FL 33622-1601

5. Personal Bank Payments.

- a. If you are currently paying your assessments using a personal online bill payment service, you must DELETE your current setup and add **a new payee address** to ensure your payment is received and posted to your account. Use the address information in #4 above.

Feel free to explore the CINC web portal and all its features. We will email information on the new CINC mobile app soon!

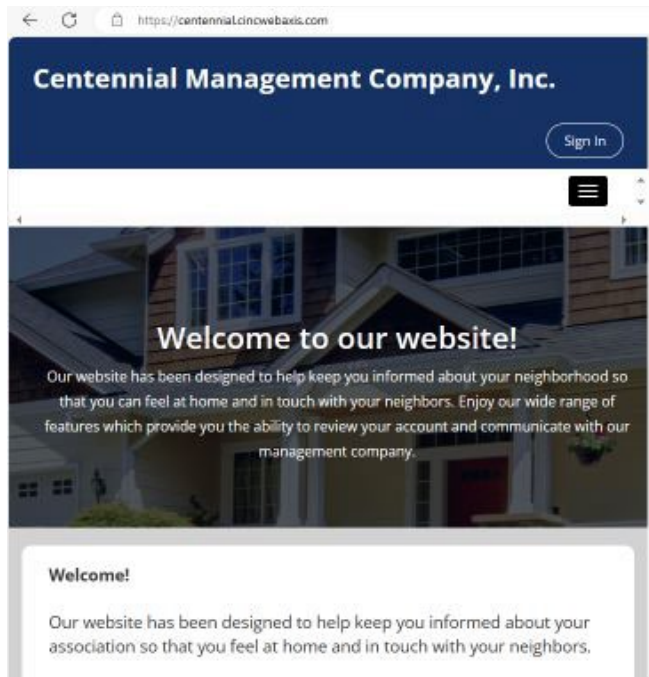
Please reach out to Kate Knapp at Kate@cmckc.com or 913-563-4727 if you have any questions regarding these features or registering your account.

Thank you!

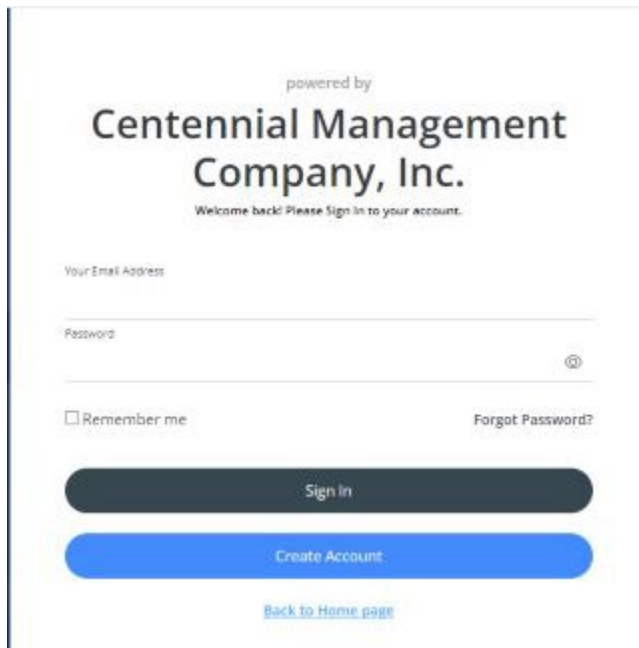
Sincerely,
Centennial Management



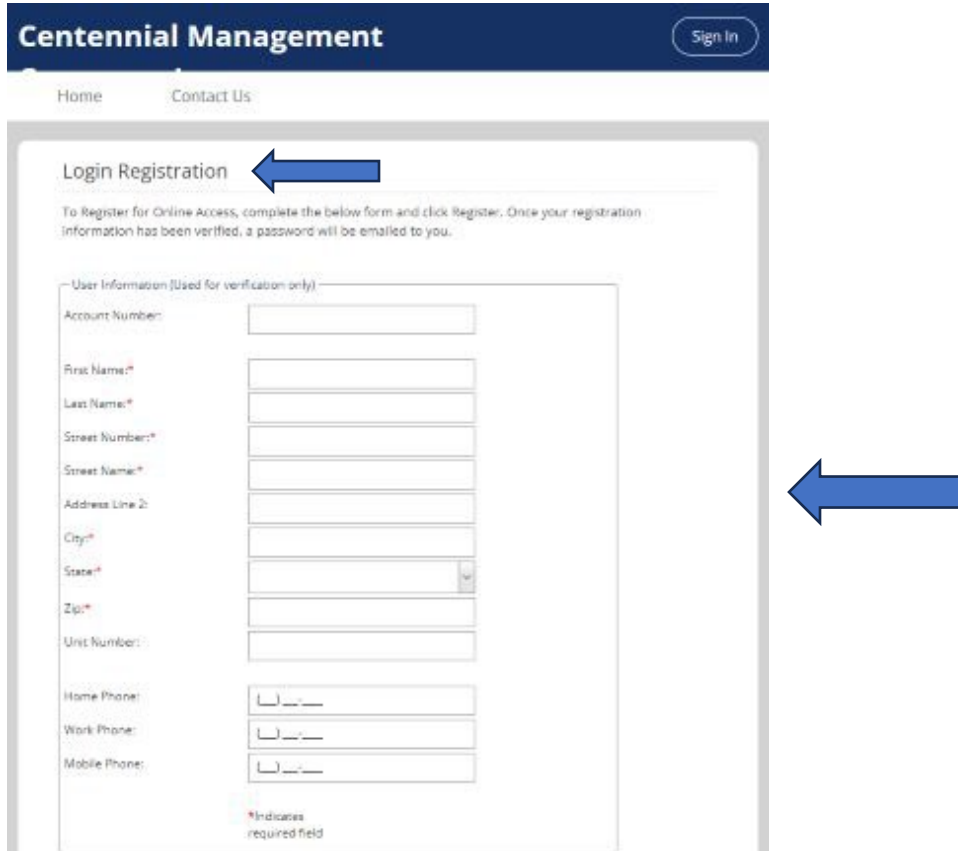
1. **Registration on CINC web portal.** This is required to make/schedule online payments and for access to all portal features.
 - a. Go to <https://centennial.cincwebaxis.com/>
 - b. Click on "Sign In" button in the upper right corner



- c. Click on blue "Create Account" button



- d. Complete the “Login Registration”. All red asterisks (*) indicate required fields.
- i. (Note: Use abbreviations for address and do not include periods – For example: 12345 W 200th St)



The screenshot shows the Centennial Management website's "Login Registration" page. The page has a dark blue header with the company name and a "Sign In" button. Below the header is a navigation bar with "Home" and "Contact Us" links. The main content area is titled "Login Registration" with a blue arrow pointing to it. Below the title is a registration form with a blue arrow pointing to it. The form includes a "User Information (Used for verification only)" section with fields for Account Number, First Name*, Last Name*, Street Number*, Street Name*, Address Line 2, City*, State* (a dropdown menu), Zip*, and Unit Number. There are also fields for Home Phone, Work Phone, and Mobile Phone, each with a small "1" in a box next to it. A red asterisk (*) indicates a required field. A legend at the bottom right of the form states: "*Indicates required field".

Centennial Management Sign In

Home Contact Us

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

- e. You may opt-in to the Directory Listing.
- f. Type in the “Input Symbols” as required.
- g. Click “Register” and your request will be sent to Centennial for approval.

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:	<input type="checkbox"/>
Display Address:	<input type="checkbox"/>
Display Email Address:	<input type="checkbox"/>
Display Phone Number:	<input type="checkbox"/>

Login Information

Email Address:



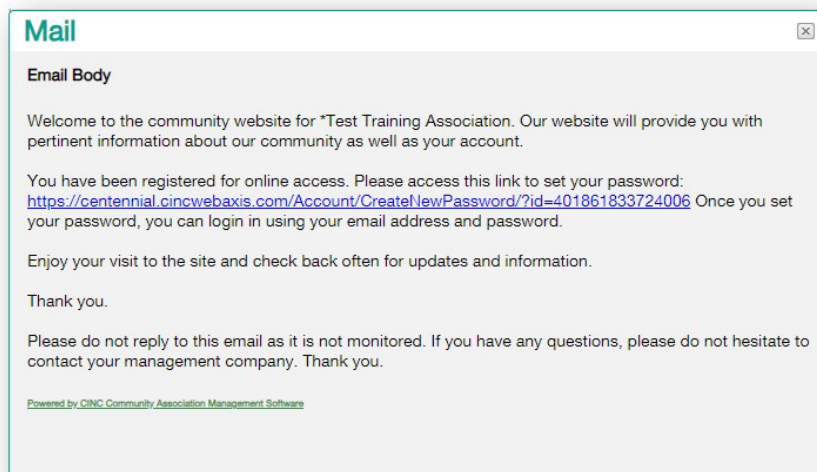
Type the characters you see in the picture above.

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

Register



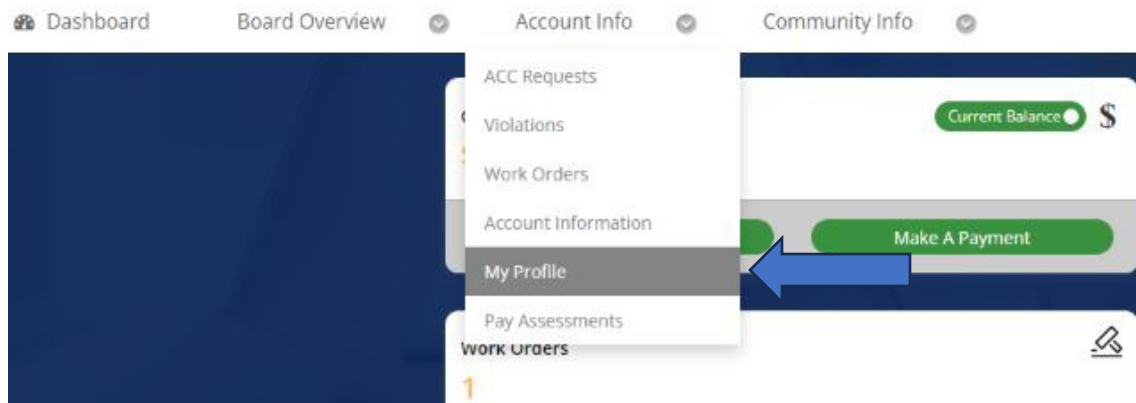
- h. Once approved you will receive an email from DoNotReply@cincsystems.com with a link to set your password for your log in.
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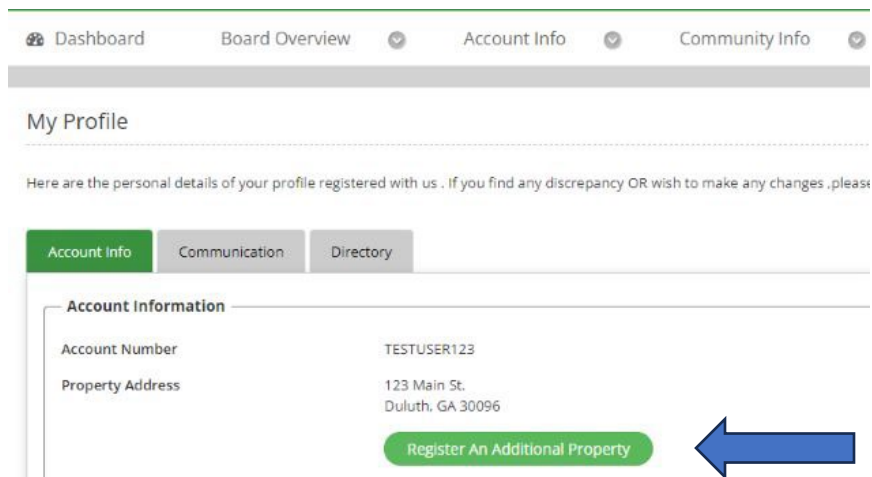
- j. Enter your New Password.
- k. Close Window and log in.

2. Register multiple properties | Register Sub-Association and Master Association

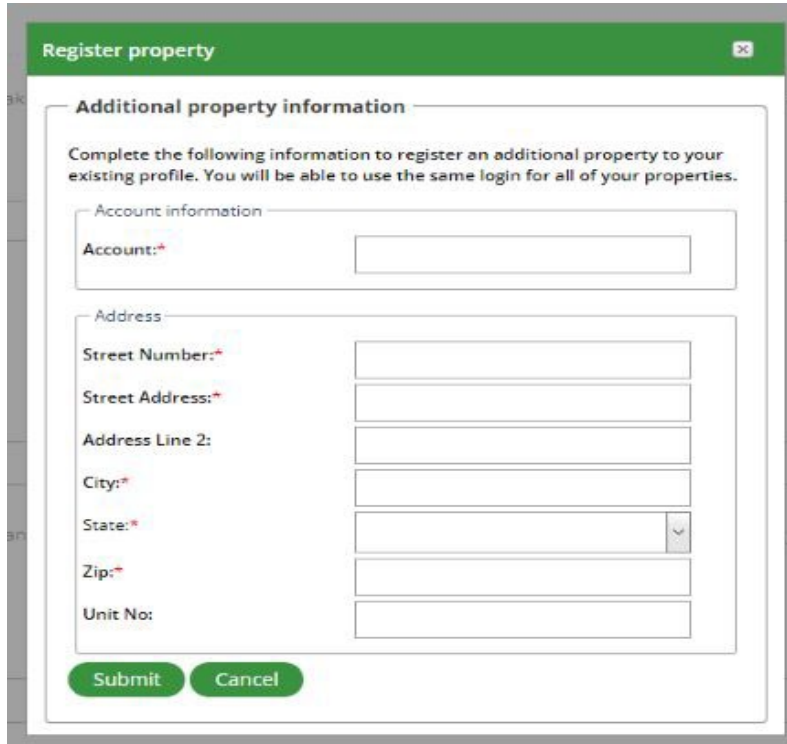
- a. Log into the website and click on the **Account Info** dropdown.



- b. Choose **My Profile** and select **Register an Additional Property**.



- i. Complete the “Additional property information”. All red asterisks (*) indicate required fields.
- ii. If you do not know your Account number, enter your Last Name.
- iii. (Note: Use abbreviations for address and do not include periods – For example: 12345 W 200th St).
- iv. Click “Submit” and your request will be sent to Centennial for approval.



Register property

Additional property information

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.

Account information

Account:*

Address

Street Number:*

Street Address:*

Address Line 2:

City:*

State:*

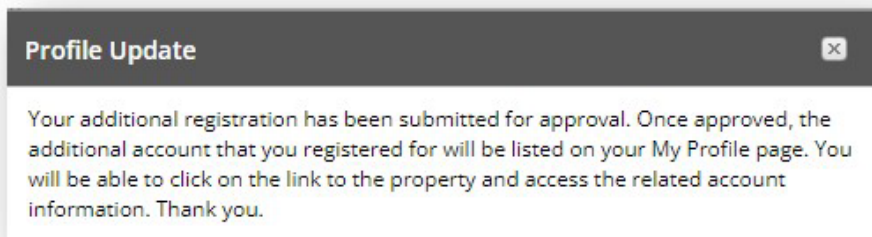
Zip:*

Unit No:

Submit Cancel



- v. Once approved you will receive a confirmation email from DoNotReply@cincsystems.com.



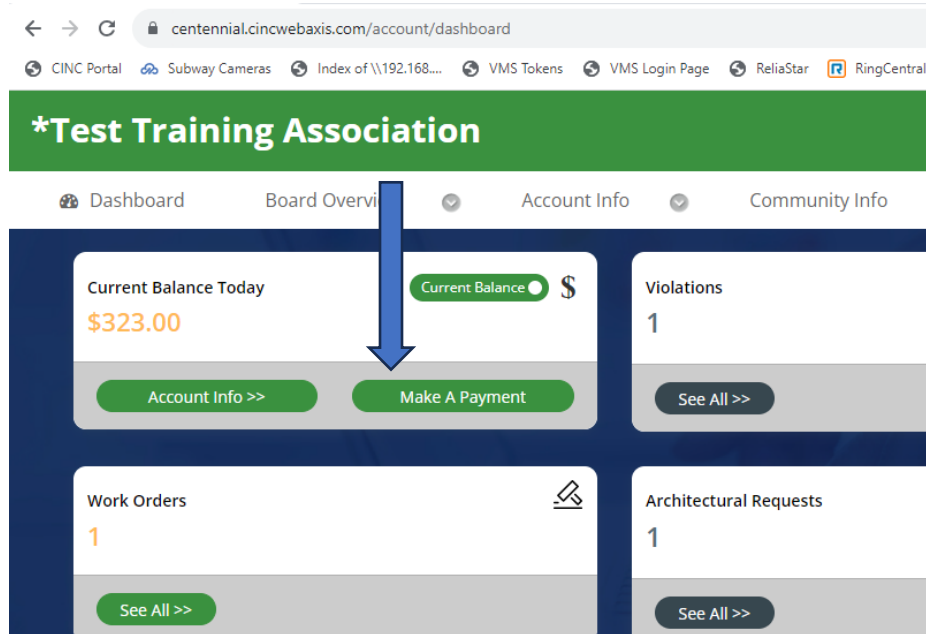
Profile Update

Your additional registration has been submitted for approval. Once approved, the additional account that you registered for will be listed on your My Profile page. You will be able to click on the link to the property and access the related account information. Thank you.

- vi. You can now toggle between property information on your **My Profile** page.

3. **Online Payments (ACH).** With ACH, your assessment payment is automatically deducted from your checking account each assessment due date. The charge for this service is \$1.99 per payment.
 - a. Recurring payments can be scheduled now, for any date on or after December 1st.
 - b. One-time payments – you can log in on December 1st or after to make one-time payments. You cannot make a one-time payment before December 1st.
 - c. Go to <https://centennial.cincwebaxis.com/>
 - d. Click on the “Sign In” button in the upper right corner
 - e. Enter your email address and password

- f. On the Dashboard select the green “Make A Payment” button. Your account and address will auto fill.



- g. Complete all required fields at “Make your Payment Here” and banking information at “Choose Payment Method”. (“Pay by eCheck” or “Pay by credit card”).
- h. Enter amount and banking information and select green “Submit Payment” button.

Make your Payment Here !

Please note there is a \$1.99 fee for eCheck/ACH and 3.25% fee for credit card transactions.

Payment Info Finalize Confirmation

Account Information

Account: TESTUSER123

First Name:* Test

Last Name:* User

Property Address: 123 Main St.
Duluth, GA 30096

Billing Address:* 123 Main St.


City:* Duluth

State:* GA

Zip:* 30096

Phone:* () - -

Email:* Chris@cmckc.com


Choose Payment Method 

Pay by eCheck

Balance Due Today: \$323.00

Balance Due Within 10 Days: \$323.00

Amount:*


Bank Account Type:* 

Bank Routing Number:*

Confirm Bank Routing Number:*


Bank Account Number:*

Confirm Bank Account Number:*



Recurring Payments

Below are the recurring payments for your account.



- i. Review information and select green "Submit Payment" button.
- j. **For recurring payments**, select green "New Recurring Payment" button at the bottom of the page to set up recurring payments. Complete all fields and steps as required.