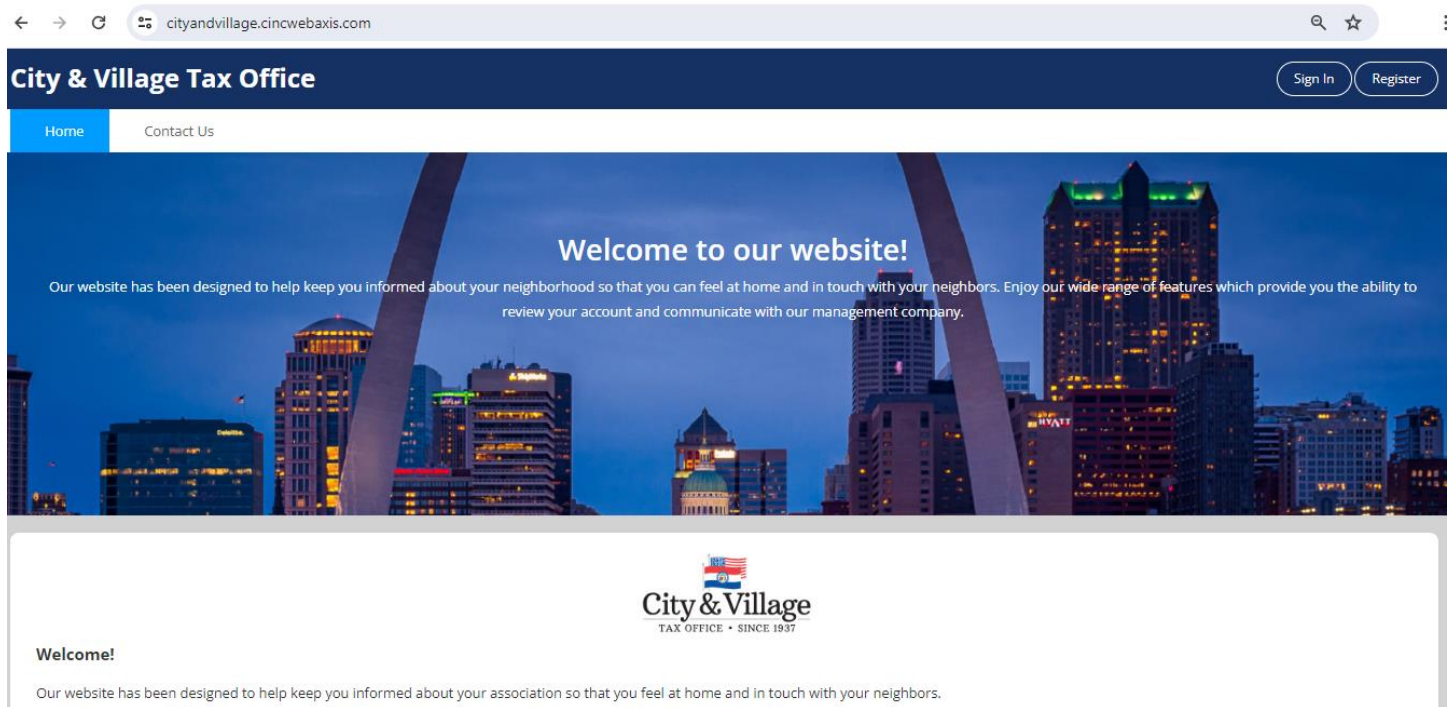


# City & Village – Online Payment for Assessments

Go to: [cityandvillage.cincwebaxis.com](http://cityandvillage.cincwebaxis.com)



The screenshot shows the homepage of the City & Village Tax Office website. At the top, there is a dark blue navigation bar with the text "City & Village Tax Office" on the left and "Sign In" and "Register" buttons on the right. Below the navigation bar is a white header with "Home" and "Contact Us" links. The main content area features a large image of a city skyline at night with the Gateway Arch. Overlaid on this image is the text "Welcome to our website!" followed by a paragraph: "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 account and communicate with our management company." Below the image is a white box containing the City & Village logo (with a flag icon) and the text "City & Village TAX OFFICE • SINCE 1937". Underneath the logo is the heading "Welcome!" and another paragraph: "Our website has been designed to help keep you informed about your association so that you feel at home and in touch with your neighbors."

## Please follow these Steps to Create an Account:

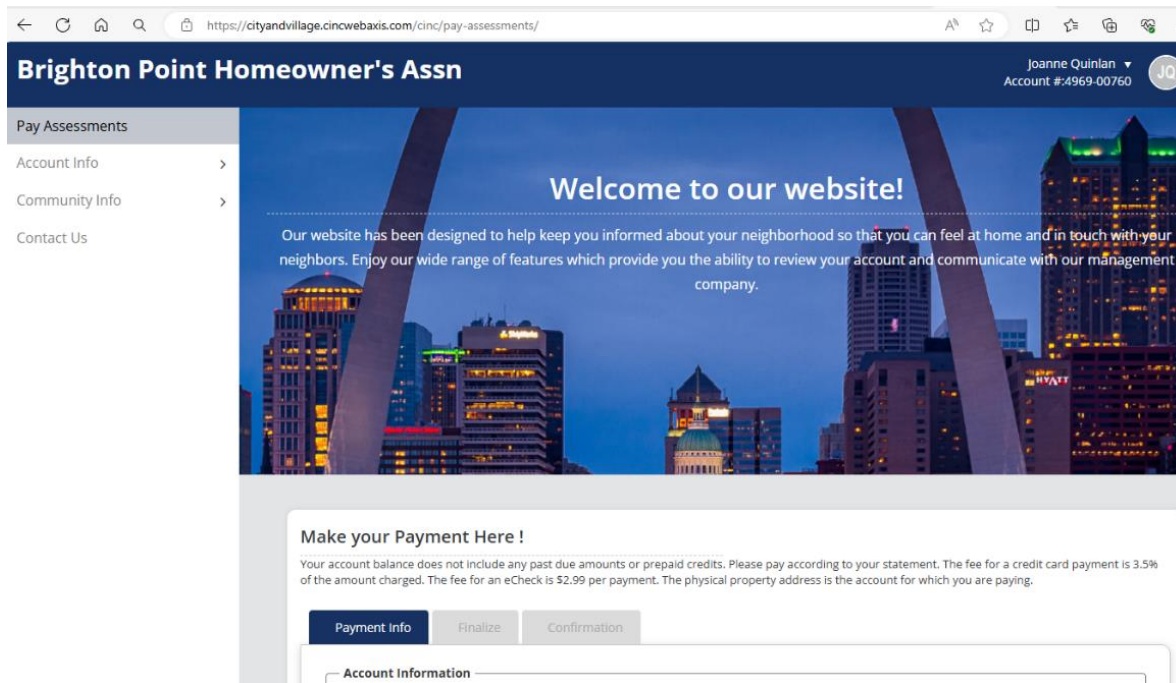
1. Click ""Register" on the upper right corner to create an account.
2. Input your property information into the form.
3. Your registration request will be reviewed by the management office.
4. Once your registration is confirmed, you will receive an email from [donotreply@cincsystems.com](mailto:donotreply@cincsystems.com) that contains a link to set your password for your new login id.
5. Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.
6. Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
7. If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
8. Once you reset your password, you may log in using your email address and your new password by clicking "Sign In" from the home page.

## Multiple Property Owners

If you have an additional property in the community, once approved and registered for your first property, you will be able to add your additional property. Log into the website → Click on the **Account Info** dropdown → choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is verified and approved you can toggle between property information from your **My Profile** page.

## Update Profile Contacts

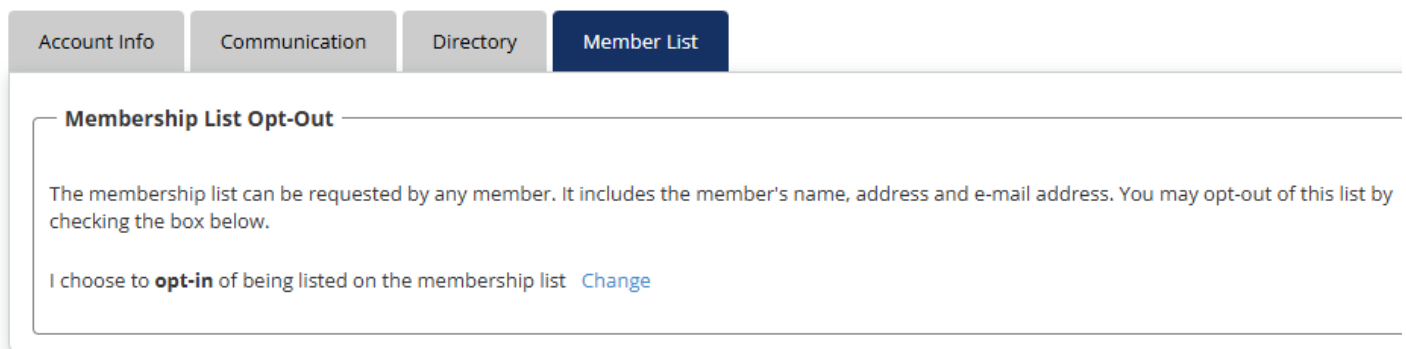
Once Registered and logged in, update your profile preferences for contacts:



The screenshot shows a web browser window with the URL <https://cityandvillage.cincwebaxis.com/cinc/pay-assessments/>. The page header identifies the user as Joanne Quinlan with account number 4969-00760. A navigation menu on the left includes 'Pay Assessments', 'Account Info', 'Community Info', and 'Contact Us'. The main content area features a 'Welcome to our website!' message and a 'Make your Payment Here!' section with buttons for 'Payment Info', 'Finalize', and 'Confirmation'. Below this is an 'Account Information' section.

## 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 ar on Save . Feel free to contact us if any questions . We are Happy to Help You !



The screenshot shows the 'My Profile' page with a navigation bar containing 'Account Info', 'Communication', 'Directory', and 'Member List'. The 'Member List' tab is active. Below the navigation bar, there is a section titled 'Membership List Opt-Out' with the following text: '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.' Below this text is a form field with the label 'I choose to **opt-in** of being listed on the membership list' and a 'Change' link.

# My Profile

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Here are the personal details of your profile registered with us . If you find any discrepancy OR wish to on Save . Feel free to contact us if any questions . We are Happy to Help You !

Account Info Communication **Directory** Member List

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### Directory Listing

This needs to be updated for each property account linked to your username.  
By selecting to display the information below, you are opting-in for it to be available for anyone in this website and on the mobile app. If you do not wish to share your information, do not check a

Display Name	<input checked="" type="checkbox"/>
Display Address	<input checked="" type="checkbox"/>
Display Email Address	<input checked="" type="checkbox"/>
Display Phone Numbers	<input type="checkbox"/>