PAYING YOUR HOA DUES IN WEBAXIS

ALL homeowners that have recurring payments established, MUST reset them with your new management's HOA software system. **YOUR OLD RECURRING PAYMENTS WILL NOT TRANSFER TO OUR SYSTEM.**

WHO NEEDS TO RESET PAYMENTS??

1. **Were your recurring payments set in prior management's system?**
   You need to access your new Webaxis HOA account and reestablish them there.

2. **Were you or your bank mailing payments to your prior management company's or your HOA's bank PO Box?**
   You will need to CHANGE the payment address and note your **NEW** account number:

<div align="center">

Carrollwood Lakes HOA
c/o EZR Management
PO Box 149
Commerce, GA 30529

</div>

Online Payments: You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our website at **https://ezr.cincwebaxis.com**.

Online Recurring Payments: To set up your recurring payments, log into your account and then click the **Pay Assessments** Link. On the **Pay Assessments** page, you can choose to set up your recurring payments for echecks or credit card by clicking on the **New Recurring Echeck** or **New Recurring Credit Card** link. There is no fee for echecks and a 3.25% convenience fee for credit card payments.

Lockbox Service: There is a new address for mailing payments. When writing your check, please make sure to make it payable to your Association and include your NEW account number on the memo line. If you are using an online bill payment service or your personal bank's online payment service, you must delete and set up a new payee using the updated address above. This will ensure your payment is posted promptly.

Please let us know if you have any questions regarding the transition the features that will be available to **901-507-3040 or info@ezrmgt.com**.

Sincerely,

EZR Management

EZR Management, LLC
6263 Poplar Avenue #440
Memphis, TN 38119

p 901-507-3040
f 901-260-5128
www.ezrmgt.com

CREATING YOUR WEBAXIS LOG IN FOR THE FIRST TIME

1. Your new HOA account website can be accessed by going to https://ezr.cincwebaxis.com

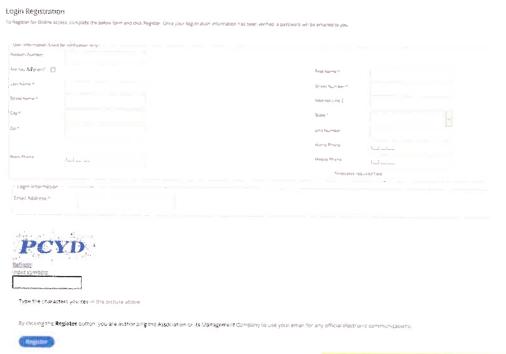2. Click **Sign In** in the top right corner

EZR Management

Sign In

Home   About Us   ⚙   Contact Us   REFI and RESALE Documents

3. Click on **Create Account** at the bottom right.

Sign In

Create Account

Back to Home page

4. Fill in the (*) blanks, enter your email address, enter the security code and click **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
Are you a Tenant? ☐
Last Name *
Street Name *
City *
Zip *

Work Phone

First Name *
Street Number *
Address Line 2
Suite *
Unit Number
Home Phone
Mobile Phone

* indicates required field

Login Information

Email Address *

PCYD

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

5. A registration request will be submitted and once approved, you will receive an email (from donotreply@cincsystems.net) with a link to set your password for your new login id. Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.