



How to set up Registration on the CINC Web Portal

Registration on CINC web portal is required to make/schedule online payments and for access to all portal features. Please follow the instructions below to set up your account.

Go to <https://hoamgmt.cincwebaxis.com>

- Click on “Sign In” button in the upper right corner
- Click on blue “Create Account” button
- Complete the “Login Registration”. All red asterisks (*) indicate required fields. (Note: Use abbreviations for address and do not include periods – For example: *12345 W 200th St*)
 - You may opt-in to the Directory Listing.
 - Type in the “Input Symbols” as required.
 - Click “Register” and your request will be sent to HMS for approval.

Once approved you will receive a confirmation email from DoNotReply@cincsystems.com with a link to set your password for your log in.

- Click the link in the email you receive.
- Enter your New Password.
- Close Window and log in.