Instructions for Owners
How to Create an Online Account

Online Account will allow you to view your balance & payment history. Additionally, you may use account to pay via credit card or bank account.

- Follow link: https://lres.cincwebaxis.com/cinc/register/
  - This will be the same link you will use to sign into your account. The **sign in box** appears in the top right-hand corner.
- Scroll down to **Login Registration** section and fill out the **User Information**, then click **Register**.
  - If you would like your information included on the **Community Directory**, please click the display boxes under Directory Listing.
  - If you own more than one property, register one of the properties, then from the Dropdown Menu at the top, select "My Profile" option and select "Register an Additional Property" button at the bottom of the page. You will be able to access all properties, accounts, etc. from a single sign on.
- Once registration information is completed, it is automatically sent to LRES to confirm. **An email will be sent to you with a link to set your password, once your registration is confirmed.**
- Follow the link in the confirmation email to set your password. After your password has been set, you'll need to exit out to the home screen and login using the box in the top right corner.

A few things to note:
- While we hope all owners will enjoy these new features, you are **NOT** required to create an online account.
- If you want to pay online, you may sign up under your account and either pay by credit card or via your bank account.
- Once registered, you do not need to do anything else if you do not plan to use the online payment methods.
- If you forget your password, you will need to click on the Forgot Password option under the Sign In box, and follow prompts to reset the password.
  - LRES will NOT have access to owners' passwords. Please do not call our office if you forget your password.
  - While you can access the sites using mobile devices, some devices may not display everything properly. If you are having trouble, please try using a computer.
  - The **Profile** page states you can make changes and then press SAVE. However, there is not a SAVE button on the page. To save your information, simply click SUBMIT. This is a software typo that LRES does not have access to fix.