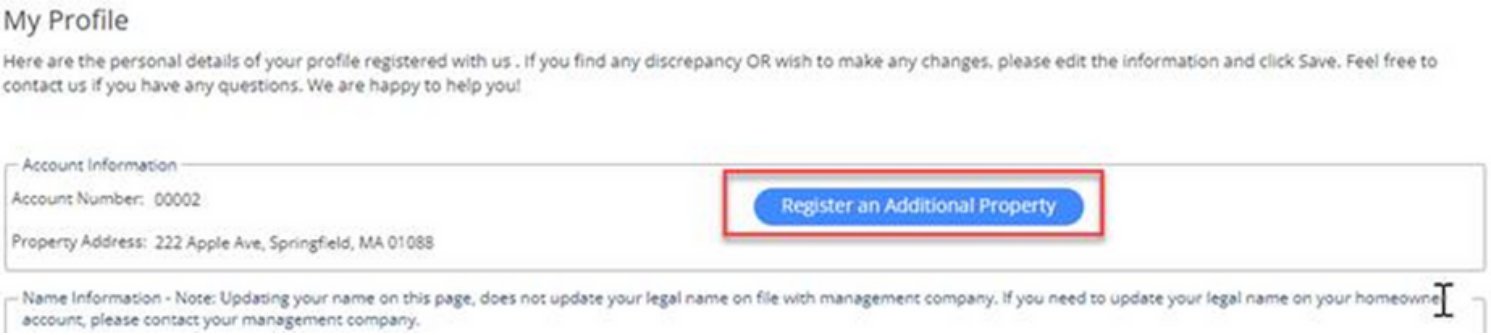
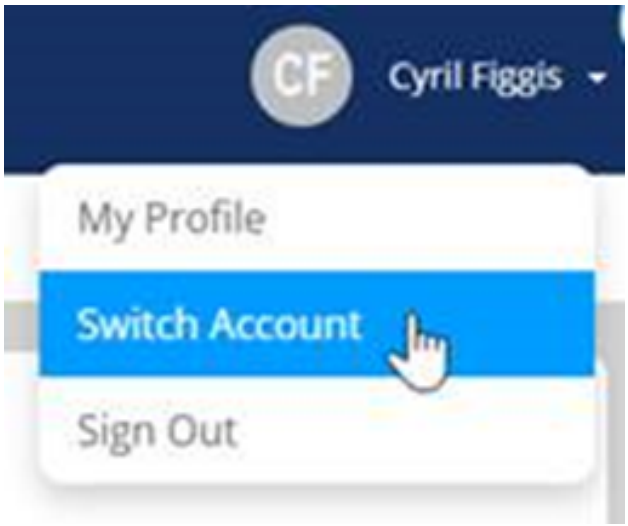
How to Register an Additional Account OR Property in CINC WebAxis

1. If an owner owns multiple properties - or has multiple accounts for the same property - they must start with registering just one of those accounts. Once this first registration has been approved and they are able to login to the account, they can go to the "My Profile" page and click the "Register an Additional Property" button. Even though this says "Property" it is the same instructions for adding another account for the same property that is already registered. This will open a form - please complete the form and hit submit.



2. Once the second property has been registered, the homeowner will be able to switch between the accounts by either clicking their name (if using the new themes) and clicking "Switch Account."



Select the account that you would like to switch to and then click "Switch." If using an old theme, the homeowner would click the "Switch Account" button at the top of the screen.