How to Register for CINC WebAxis

Dear National at Ave Maria Resident,

We are excited to welcome you to the National at Ave Maria community. Below you will find all of the relevant information regarding your homeowner portal.

You may register by visiting: https://icon.cincwebaxis.com/nationalpoa/register/

Please click below and watch the short video for instructions on how to successfully complete your registration.



Please note the below information about the registration process:

- Your registration cannot be submitted until **30 days after your closing date.** This is the amount of time that it takes for the account to be created in CINC. Registrations **will not** be approved before this 30-day waiting period.
- The information provided on your registration must **match your closing documents** exactly, as this is how the account is created. If the information provided on the registration **does not match** your closing documents exactly, **your registration will be denied.**
- If your registration is denied, you will receive an email stating that it has been with details to reach out to the ICON Team for more information. You will be told the reason for the denial, as well as how to correct the issue.
    - If you have purchased your property using a business, holding company, or trust as the homeowner name, please use that name in place of the first and last name on the registration form.

For a full overview of what to expect on the system, please watch the overview below.



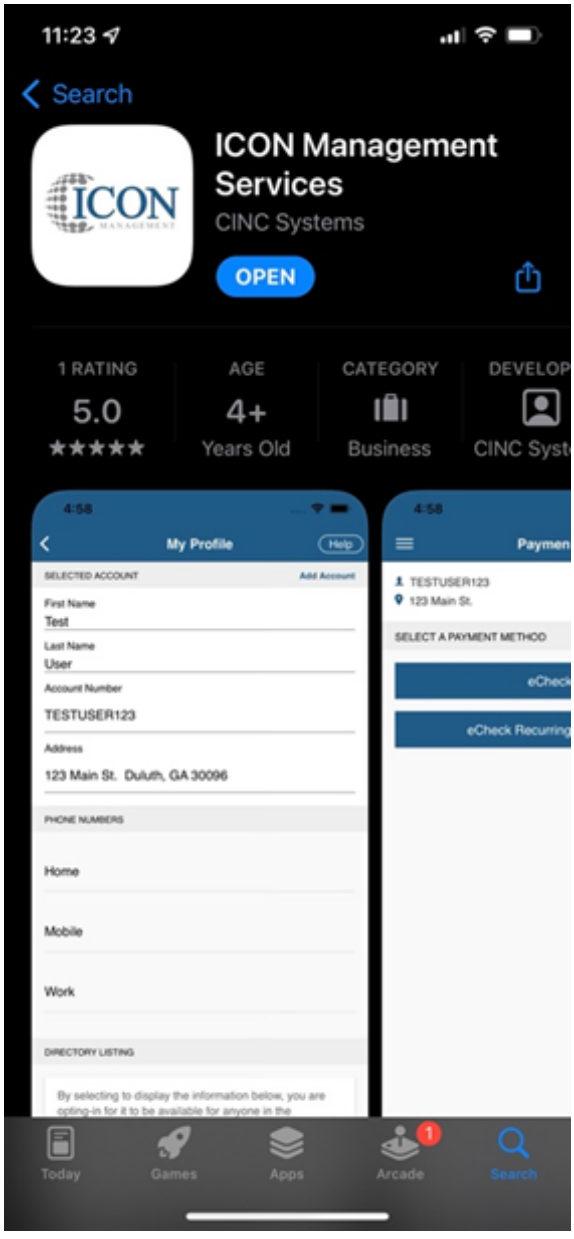
**Please note some of the features shown in the overview may not yet be available for your association, but should go live within the next few months.*

We would also like to share information with you regarding the ICON Management mobile app!

This app syncs with your homeowner website and makes viewing your account information easier than ever. Follow the steps below to get started.

From your mobile device, open the App Store and search for the app by searching "ICON Management Services" or "ICON Mgmt Now." From there, you'll want to download the app as shown to the right.

Once the app is downloaded, please log in with the username and password that you use for your HOA website. If you have not yet registered for your new community website, you will need to do so on a desktop or laptop computer before accessing the app. Please see above for those instructions. Please reach out to Lauren Detra, LDetra@theiconteam.com should you have any trouble accessing the app.



For more information on the app, please watch this quick 3-minute tutorial:



*Please note some features shown in the tutorial may not be available at this time.

For any questions on the website, please reach out to your management team for assistance.

Thank you,

ICON Management