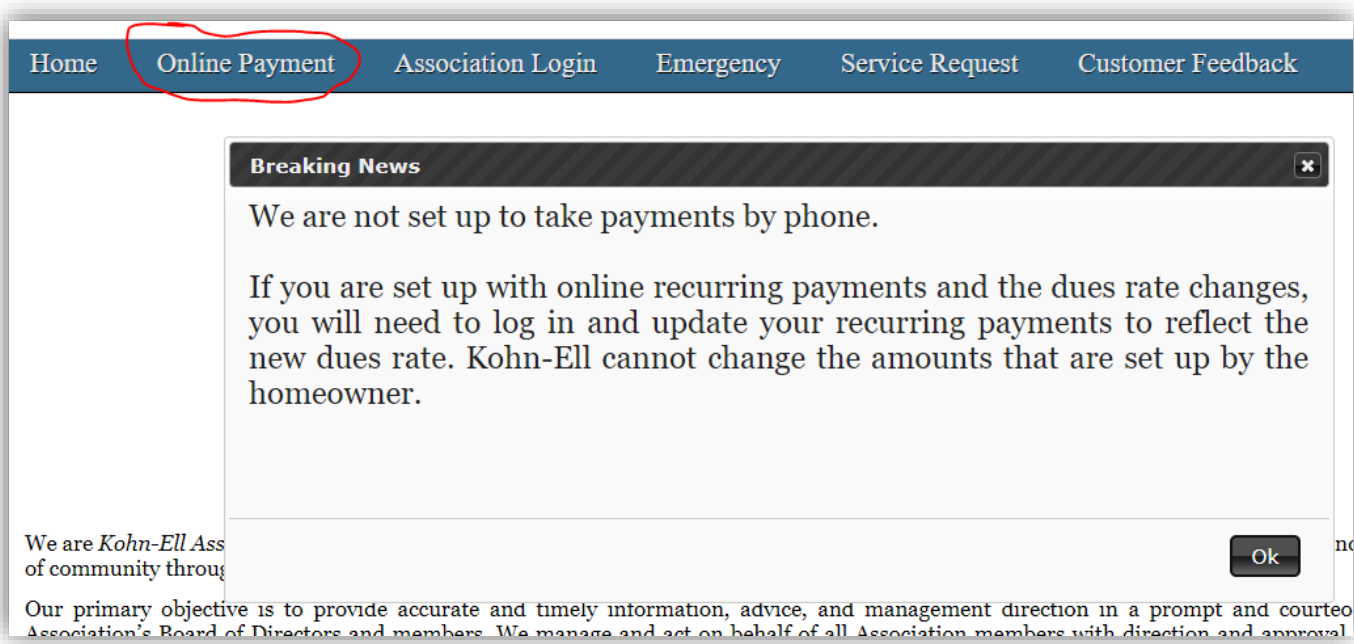


This On-Line Payment Website Does Not Support

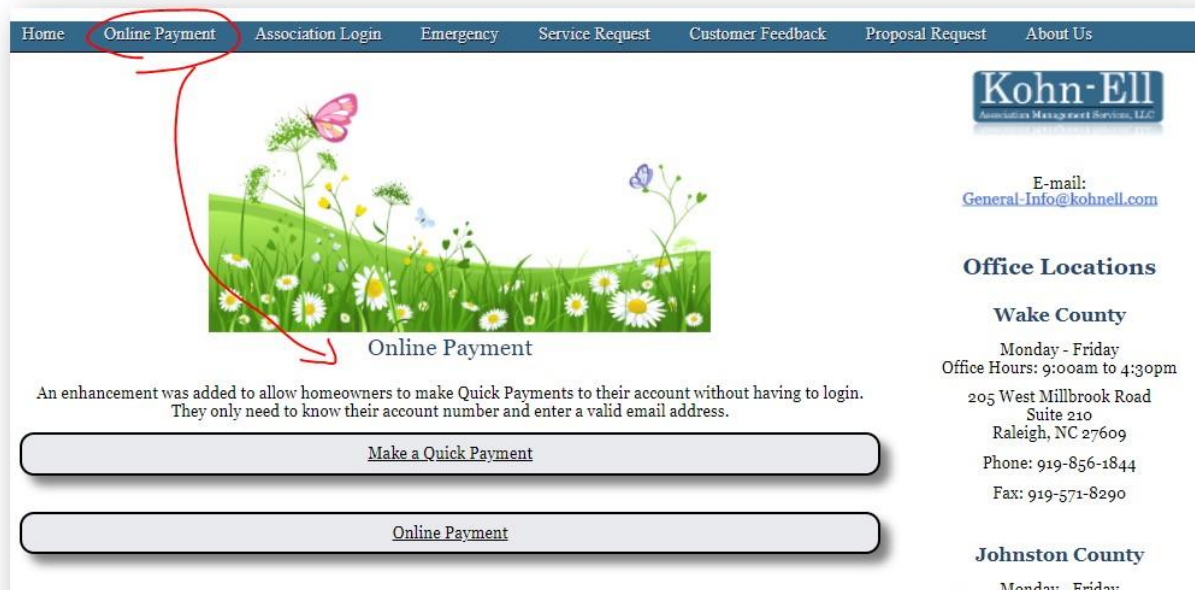
- **Internet Explorer**

Click on "Online Payment" menu.



You don't need to register, you can do a "Quick Payment"

To do Quick Payments (no need to register in Online Payment system), just type your account number for the property and a valid email address.



Your "Homeowner Account Number (ID)" is your account number with us.

Quick Payment

Quick Payment

Homeowner Account Number (ID)

Email Address

Next

Quick Payment

The account number entered exists for more than one association. Please choose your association before proceeding to the Quick Payment screen.

Association	Account Number	Name	Select
Charleston Ridge Townhomes Association	739 [redacted] (Previous Owner)	Mona D.	Continue
Charleston Ridge Townhomes Association	739 [redacted]	Sally E. [redacted]	Continue

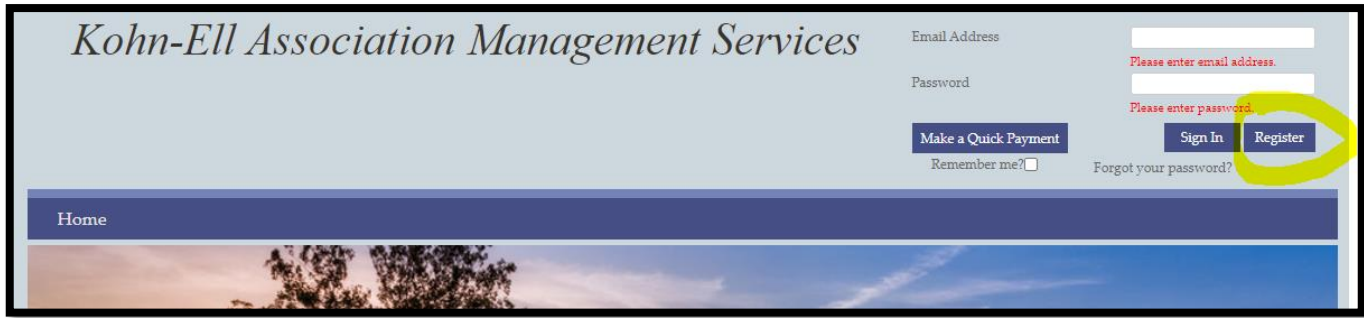
Close

Click "Continue" button in row with your name

Fill up the form and follow the instructions to make a payment.

You'll receive a confirmation number via email.

If you selected “Online Payment”



Kohn-Ell Association Management Services

Email Address
Please enter email address.

Password
Please enter password.

Remember me? [Forgot your password?](#)

[Home](#)

First register as a user to make online payments. Click on the Register Box next to the Login Box on right side of the screen. You only need to register one time.

We will validate your information and send a confirmation email from DoNotReply@cincsystems.net with a link to setup your new password for log-in. This e-mail may go to your spam folder so please check there.

Your login in name is your email address and the password is case sensitive.

You can now set up your payment using e-check or credit card. All major credit cards and e-checks can be used for payment. A convenience fee will be charged for credit card payments and e-check payments made through the online portal.

Setting Up Your On-Line Payment

You can only register and set up payments for one property at a time. To set up payments for more than one property

Once the first property registration is complete you can select “My Profile” (at the bottom of the profile screen), and click “Register an Additional Property” if you want to set up payments for more than one property. Note each property has a different account number so make sure you use the correct different account number for each property you register.

Frequency of Dues Payments

- Annual Dues require the entire statement amount due is paid in One Annual Payment. The payment frequency is once per year.
- Semi-Annual Dues require entire statement amount due is paid. You will receive two statements per year. The payment frequency is twice per year.
- Quarterly Dues require entire statement amount due is paid. You will receive four statements per year for four quarterly payments. The payment frequency is four per year.
- Monthly Dues require entire statement amount due is paid. You will not receive statements. The payment frequency is twelve times per year



Recurring e-Check Payments:

It has been added a Renew Annually Checkbox that, when checked, will allow the owner to schedule the month and day for the payment and will not require the entry of the year. As long as the checkbox remains checked the payments will renew each year automatically on these dates

If you have any problems registering and making online payments, please call 919-856-1844 so we can help.