



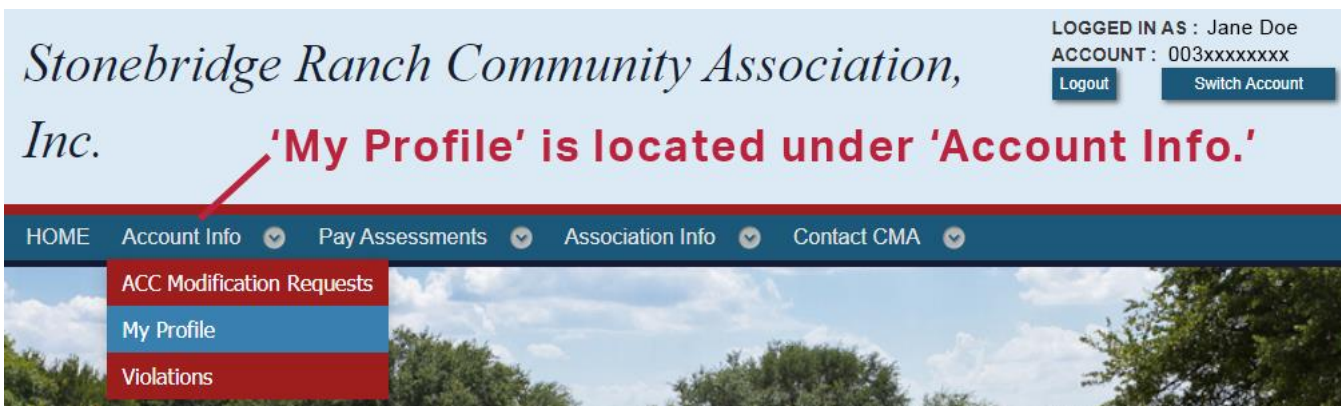
How to Update Your Profile Settings

Homeowners can confirm or update their personal profile settings at cma.cincwebaxis.com at any time.

STEPS

- Log in at cma.cincwebaxis.com and navigate to 'My Profile' under the dropdown tab 'Account Info.' (See Screenshot #1 below.)
- Within your profile, review the email address listed under 'Login Information.' If you want to make a change, type in the box, AND scroll down to **click the blue 'Submit' button**. Changes to 'My Profile' are not saved without clicking 'Submit.' (See Screenshot #2 below.)

SCREENSHOT #1



SCREENSHOT #2

Login information

Email Address:* **Your email goes here.**

Password:

Confirm Password:

Directory Listing - Note: This needs to be updated for each of your property accounts listed below. ———

By selecting to display the information below, you are opting-in for it to be available for anyone the mobile app. If you do not wish to share your information, do not check a box.

Display Name:

Display Address:

Display Email Address:

Display Phone Numbers:

Save changes to your profile by clicking 'Submit.'

Email Notifications - Do you want to receive email notifications for scheduled/cancelled Calendar Events? ———

Notify Me by eMail: Days in advance of Meetings

Notify Me by eMail: Days in advance of Annual Meeting

GOT QUESTIONS?

If you have questions regarding this process, please contact CMA's Customer Care team at [972.943.2828](tel:972.943.2828) or customercare@cmamanagement.com (M-F, 8:30 AM to 5 PM).