

CommArea – Registration & Payment Sign Up Guide



To sign up for free recurring automatic payments or to make a one-time payment online, please register for secure access to your association's portal, Common Area.

Your Seabreeze account number is needed for registration and making payments, which is located on your assessment statement (and can also be looked up for you by a Seabreeze team member).

Please note that you can also download Common Area's app! Search "CommArea" in the applicable app store.

Please follow these steps to register for CommArea:

- 1) Navigate to CommArea at <https://commarea.cincwebaxis.com/>
- 2) Once on the CommArea site, click **Register** at the upper right corner of the window.
- 3) Input your Seabreeze account number and property information into the form.
- 4) Your registration request will be reviewed by the management team.
- 5) Once your registration is confirmed, you will receive an email.
 - (from donotreply@cincsystems.net) with a link to set your password for your new
 - login ID.
 - Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.
 - Once you reset your password, you may log in using your email address and your new password.

REGISTERING FOR MULTIPLE PROPERTIES

NOTE - Only One Common Area Account Needed: If you already created a CommArea account:

- 1) Please log into the portal
- 2) Select "My Profile" in the upper right-hand corner.
- 3) Select "Register an Additional Property".
- 4) Add in the additional Seabreeze account number and details.
- 5) Once your additional property registration is verified and approved you can toggle between property information from your My Profile page.

TO REGISTER FOR FREE RECURRING AUTOMATIC PAYMENTS

Once registered for the portal, please sign in and navigate to "Register or Edit FREE Recurring Auto Payment".

Please Note: You must have a zero (or credit) balance on your account. If you owe money/your dues for the next month are showing, please navigate to "Pay Assessments - Make A One Time Payment" to bring your account current and then return to the Recurring Auto Payment page.

You must sign up (or edit) by the 4th of the month for your registration to be active for that month. We process the debit on the 10th of each month or the next business day if the 10th is a weekend or holiday. The debit will be posted to your bank account in 1-4 days.

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- Once in CommArea, click the Register or Edit FREE Recurring Auto Payment button and then click the “Turn on Automatic ACH” button, which will prompt the fields to enter your bank account data appear.

The screenshot shows the CommArea dashboard with a sidebar menu on the left. The menu items are: Dashboard, Home, Register or Edit FREE Recurring Auto Payment (highlighted with a red arrow), Pay Assessments, My Account Info, and Community Info. The main content area is titled "REGISTER NOW FOR FREE RECURRING AUTOMATIC PAYMENT". Below the title, there is a paragraph of text: "To register, you must have a zero (or credit) balance on your account. If you owe money, please navigate to 'Pay Assessments-Ma your registration to be active for that month. We process the debit on the 10th of each month or the next business day if the 10th". Below this text, there is a toggle switch labeled "Turn on Automatic ACH" which is currently turned on (blue). A red arrow points to the toggle switch.

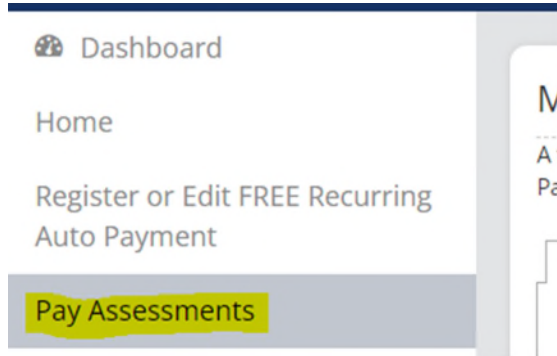
- Fill out the banking details and then click Submit to complete the process.

The screenshot shows the "REGISTER NOW FOR FREE RECURRING AUTOMATIC PAYMENT" form. The form includes a toggle switch for "Turn on Automatic ACH" which is turned on. Below this, there are input fields for "Account Type" (set to "Checking Account"), "Routing Number", "Confirm Routing Number", "Account Number", and "Confirm Account Number". There is also a "Signature" field with a note: "By signing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature." At the bottom of the form, there are two buttons: "Cancel Changes" and "Submit" (highlighted with a red arrow). A simulated check is overlaid on the right side of the form, showing fields for "DATE", "PAY TO THE ORDER OF", "DOLLARS", "MEMO", and "AUTHORIZED SIGNATURE". The check also displays routing and account numbers: "789123456" and "123789456123".

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ONE TIME PAYMENT OPTION



To make a one-time payment on CommArea, log in and click the **Pay Assessments** tab; this is an alternative to setting up the auto-payments.

Scroll to the bottom of the page and enter in your desired payment method for the one-time payment, either by e-check/ACH (pulling straight from your bank account) or using a credit or debit card.

Please note (as it is shown in CommArea as well): The credit/debit card service providers do charge a fee for all payments made through this menu option. The fees per payment are: eCheck/ACH Payments - \$2.95 flat fee; Credit Card Payments - 3.5% of amount paid.

Payment by Check or Updating Bill Pay

Bank Online Bill Pay: If you use your bank's online bill pay for paying assessments, please reach out to your bank and update the mailing address to:

**[Your Association Name]
P.O. Box 25189,
Santa Ana, CA, 92799-5189**

YOU MUST ALSO CHANGE THE ACCOUNT NUMBER ASSOCIATED WITH THIS PAYMENT TO YOUR SEABREEZE ACCOUNT NUMBER.

Check

If you would like to pay by check, please make the check payable to:

**[Your Association Name]
P.O. Box 25189,
Santa Ana, CA, 92799-5189**

YOU MUST ALSO CHANGE THE ACCOUNT NUMBER ASSOCIATED WITH THIS PAYMENT TO YOUR SEABREEZE ACCOUNT NUMBER.

Need Assistance? Please reach out to our Customer Service Team at (800) 232-7517, Option (1) or customercare@seabreezgmt.com.