

**\*\*\*It is NOT necessary for you to register your account with the Website Portal, but you will be able to view your ledger and make payments online if you register for the portal.\*\*\***

To register for your account, please perform the following steps.

- 1) Go to <https://amtec.cincwebaxis.com/> (Do not add www.)
- 2) Click on the "Website Portal Login" in the top right-hand corner
- 3) Click on the "Register" button in the top right-hand corner
- 4) Complete a minimum of all mandatory fields marked with a **red asterisk \***
  - Please enter your email address as your Login ID
  - Please enter your Association (property) Address (not your secondary address)
  - When entering your name please enter it exactly as it appears on the coupon book that you received. Include any spaces, initials and/or multiple names
- 5) After you have registered, a request to approve your registration will be sent to us.
- 6) We will approve your registration, and an email will be sent to you. Go to the web address above, set your password and log into the portal.

**Please be advised that the following methods of payment are available:**

**Online One-Time & Reoccurring Payments (Website Portal):** You will be able to make online payments using either e-check or credit cards. This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information.

**Lockbox Service for Paying by Check with an attached Coupon:** Please make your check payable to your Association and include your account number (listed on the coupon) on the memo line. The address for mailing payments is **P.O. Box 20848, Tampa, FL 33622.**

**Automatic Debit (ACH) Withdrawal Program:** With ACH, your assessment payment is automatically deducted from your checking account for each assessment due date at no charge to you. Please use the enclosed form to set up your new ACH. Once the form is completed you need to mail the form with a voided check to the **Ameri-Tech Community Management, 24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763** or **fax it to 727-723-1101.**

**Personal Online Bill Payment Service:** Please note that if you are currently paying your assessments using a personal online payment service or pay online through your personal bank's online payment service, you must **DELETE** your current setup and add a new payee address to ensure your payment is posted promptly as shown here. **Please make sure you update your bill pay/Unit/Account number to reflect the new account number in the new coupon book.**

Your Association Name  
c/o Ameri-Tech Community Management  
P.O. Box 20848  
Tampa, FL 33622