



COMMUNITY MANAGEMENT SERVICES, INCORPORATED

Sign up for Automatic Payments in WebAxis

1. Sign into WebAxis, <https://cms.cincwebaxis.com>
2. If you have not registered. Click on Register, complete and submit a registration form
3. Once signed in click Pay Assessments and scroll to the bottom of the page.

Pay Assessments

4. Under Recurring Payments Click New Recurring Payment.

Recurring Payments

Below are the recurring payments for your account.

New Recurring Payment

5. Complete and submit the form.

NOTES

There is a 3.25% charge for credit card payments

Choosing the option “OR Check her to pay assessment balance” will automatically pay your balance.

☐ OR Check here to pay assessment balance

If you do not chose this option you will need to adjust your payment when assessments increase.