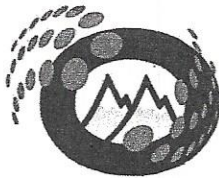


POA ACCOUNTS
start with
five letters:
LVPOA # _____



Oxygen & Summit Association Services

361 E. Hillsboro Blvd. Deerfield Beach, FL 33441

oxygen.cincwebaxis.com

New Software FAQ:

1. **Registration Questions:**
 - a. Owners that **have** registered but are waiting to be approved: Oxygen & Summit is actively approving registrations. Once approved you will receive an email to reset your password.
 - b. Owners that have **NOT** registered: Go to oxygen.cincwebaxis.com, instructions are on the page.

2. **To Link multiple Accounts, follow the instructions below:**
 - a. Just log in
 - b. Click on your name on the top right corner of the page
 - c. In the drop down click on **My Profile**
 - d. On My Profile, click on the green button that says **Register an Additional Property**.
 - e. Once it's submitted, Oxygen & Summit will receive the registration request and approve it.
 - f. After it's approved, you will be able to switch accounts by:
 - i. Clicking your name on the top right corner of the page
 - ii. In the drop down click **Switch Accounts**
 - iii. Select Account you wish to view

3. **How to make a payment:**
 - a. Please go to oxygen.cincwebaxis.com you can either log in to your account and make a payment or click on the **MAKE A QUICK PAYMENT** button on the top right corner. Make sure to have your account number and email address.
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4. **Account balance questions:**
 - a. Oxygen & Summit is still adding account information to the new system. All account balances should be updated by September 30th.

5. **If Owners are calling about their ACH that have not pulled yet:**
 - a. Oxygen & Summit was required to change the day the payment is pulled when switching to the new software. You do not have to do anything. It is scheduled to be pulled out of your account automatically once transfer is complete.