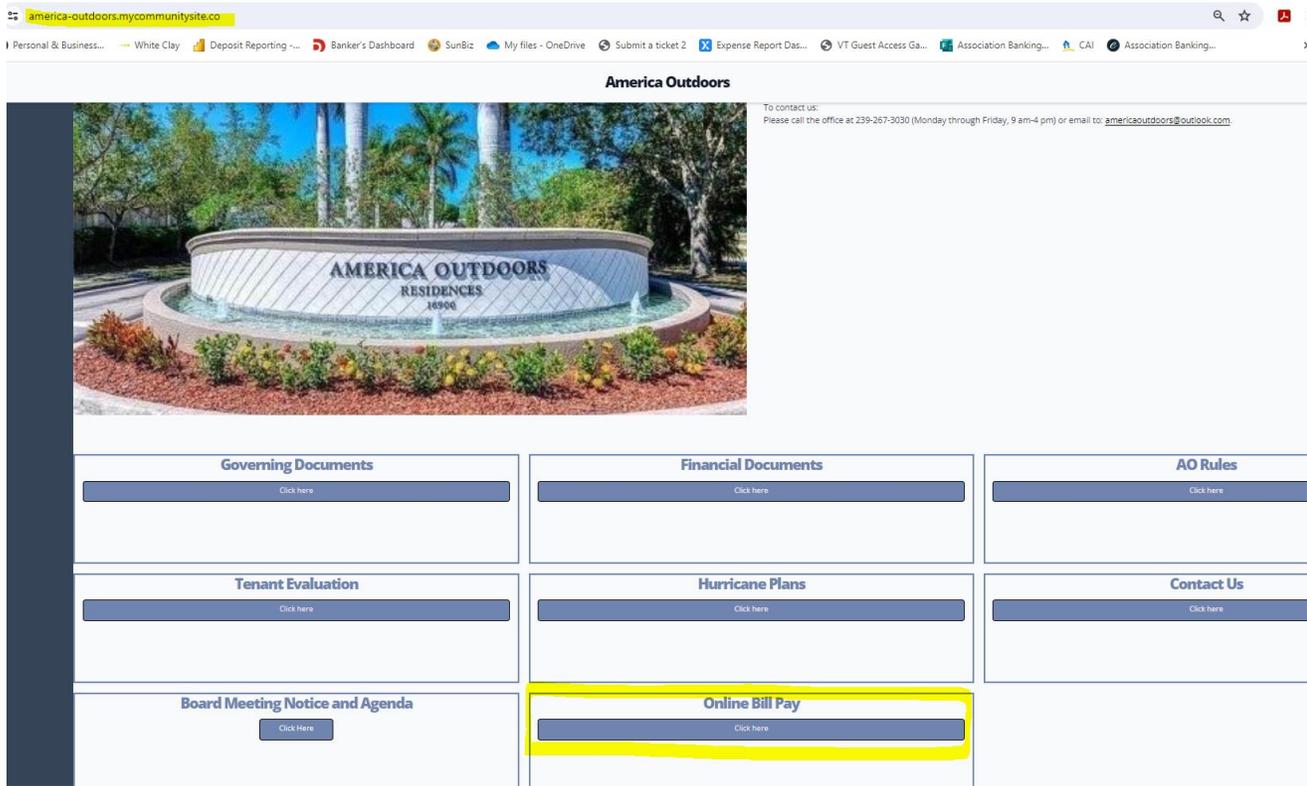


# America Outdoors Condominium Association, Inc.

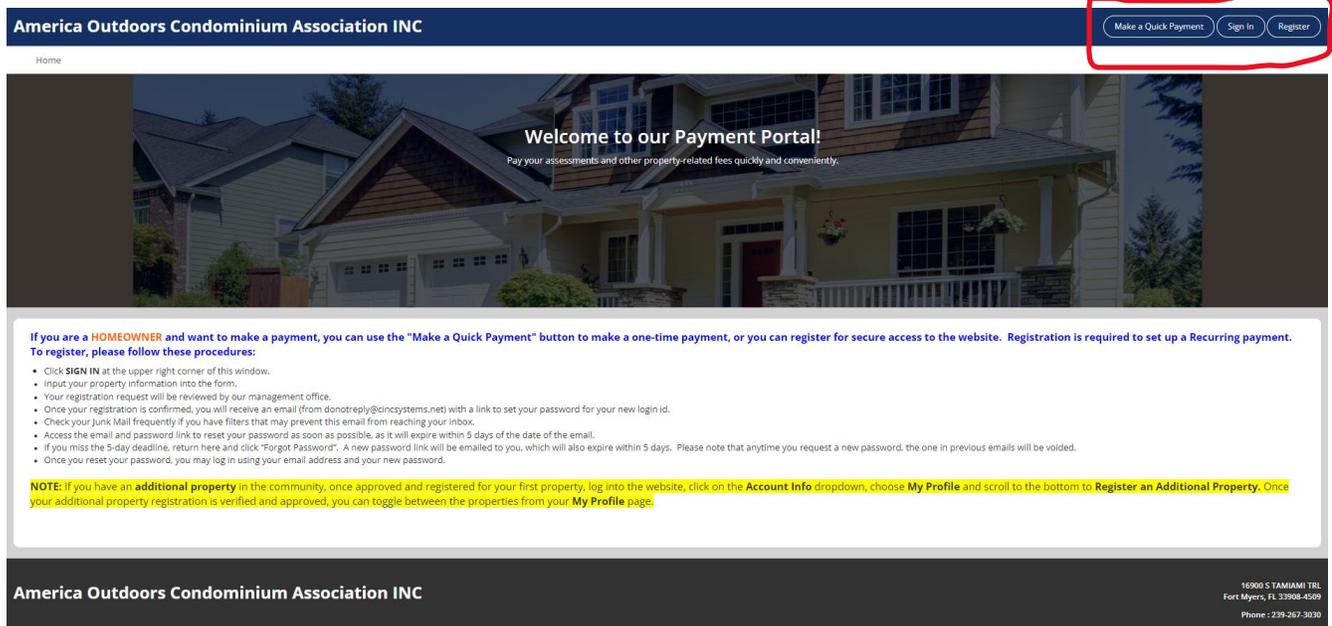
## Online Payment Instructions for Residents

<https://america-outdoors.mycommunitysite.co/>

GO TO Online Payment: <https://america-outdoors.mycommunitysite.co/> and Click **Online Payment**



This page will pull up:



If you are a HOMEOWNER and want to make a payment, you can use the "Make a Quick Payment" button to make a one-time payment, or you can register for secure access to the website. Registration is required to set up a Recurring payment. [ In the upper right corner of the page you will find these options.]

### TO MAKE A QUICK PAYMENT:

Click on Make a Quick Payment Button in upper right corner.

1. Enter your Homeowner Account Number (ID). This is your LOT NUMBER in the following format: XXX-XXX-XX  
The homeowner account number will be a total of 8 digits. There are 2 types of lot numbers.  
Example: Lot A01 is Account Number: A01-000-00  
Lot A01A is Account Number: A01-A00-00
2. Enter your email address. Click <Next>

3. Enter the requested name and email information. Boxes with a red\* are required to be completed.
4. Choose Payment Method: Click on either: **e-Check** or **Pay by Credit Card**  
Enter the payment information: **e-check** will need routing number and account number  
**Credit card** will need credit card number, expiration date, CVV code and zip code

5. Fees may apply. One time ACH/e-check: \$1.99 Credit Card: 3.25% of total transaction **Recurring ACH: FREE**

Quick Payment

Quick Payment

Payment Info Finalize Confirmation

**Base Data**

Account #	Z01-000-00
Property Address	1234 Test Street Fort Myers, FL
First Name	Patti
Last Name	DuBuque
Billing Address	2502 N Rocky Point Drive Suite 260
City	Tampa
State	FL
Zip Code	33607
Phone	727-599-9685
Email	patti.dubuque@bankincore.com

**Payment Method**

Bank Routing Number	082008583
Bank Account Number	*****9222

**Payment Amount**

The following administrative fee will be added to your amount: \$1.99.  
This fee is charged by the eCheck processor and is not charged by your management company or association/merchant.

Amount	\$0.01
Administrative Fee	\$1.99
Total Amount	\$2.00

By clicking Submit Payment on 06/06/2024, I authorize the referenced Management Company(Association) to initiate a one-time ACH debit, in the amount of \$2.00, to my checking account ending in 9222 at 082008583 on 06/06/2024. I understand that the administrative fee in the amount of \$ 1.99 is charged by the eCheck processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies. I agree to be bound and comply with the Nacha Operating Rules & all applicable law. To complete & confirm this payment, click "Submit Payment".  
Once payment is authorized, there cannot be any charges or corrections.

<< Return to Process Payment Submit Payment >>

6. Click **<Submit Payment>**

7. Confirmation of payment will appear on the screen if submitted correctly.

Quick Payment

Quick Payment

Payment Info Finalize Confirmation

**Transaction**

Thank you for making a payment using Quick Payment. Your transaction was completed successfully!

Confirmation Number: 1

Return to the Sign In Page by clicking the Close button below.

Account #	Z01-000-00
Property Address	1234 Test Street Fort Myers, FL
First Name	Patti
Last Name	DuBuque
Bank Routing Number	082008583
Bank Account Number	*****9222
Amount	\$0.01
Administrative Fee	\$1.99
Total Amount	\$2.00

Close Print

8. A Payment Receipt will be emailed to the email address entered.

Payment Receipt: America Outdoors Condominium Association

 donotreply@cincsystems.net  
To  Patti DuBuque

 Reply  Reply All  Forward  

Thu 6/6/2024 4:31 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Patti DuBuque,  
This is your receipt for your America Outdoors Condominium Association payment.  
Confirmation #: 1  
Account #: Z01-000-00  
Payment Summary:  
Amount: \$0.01  
Administrative Fee: \$1.99  
Total Amount Paid: \$2.00

Payment Day: 6/6/2024 4:30:52 PM

Please do not reply to this email as it is not monitored.  
Thank you for your payment.

By submitting this payment on **06/06/2024**, I authorize the referenced Management Company(Association) to initiate a **one-time** ACH debit, in the amount of **\$2.00**, to my checking account ending in **9222** on **06/06/2024**.

I understand that the administrative fee in the amount of **\$1.99** is charged by the eCheck processor and I am responsible for any returned payment fee in accordance with my Management Company/HOA policies.

I agree to be bound and comply with the Nacha Operating Rules & all applicable law.

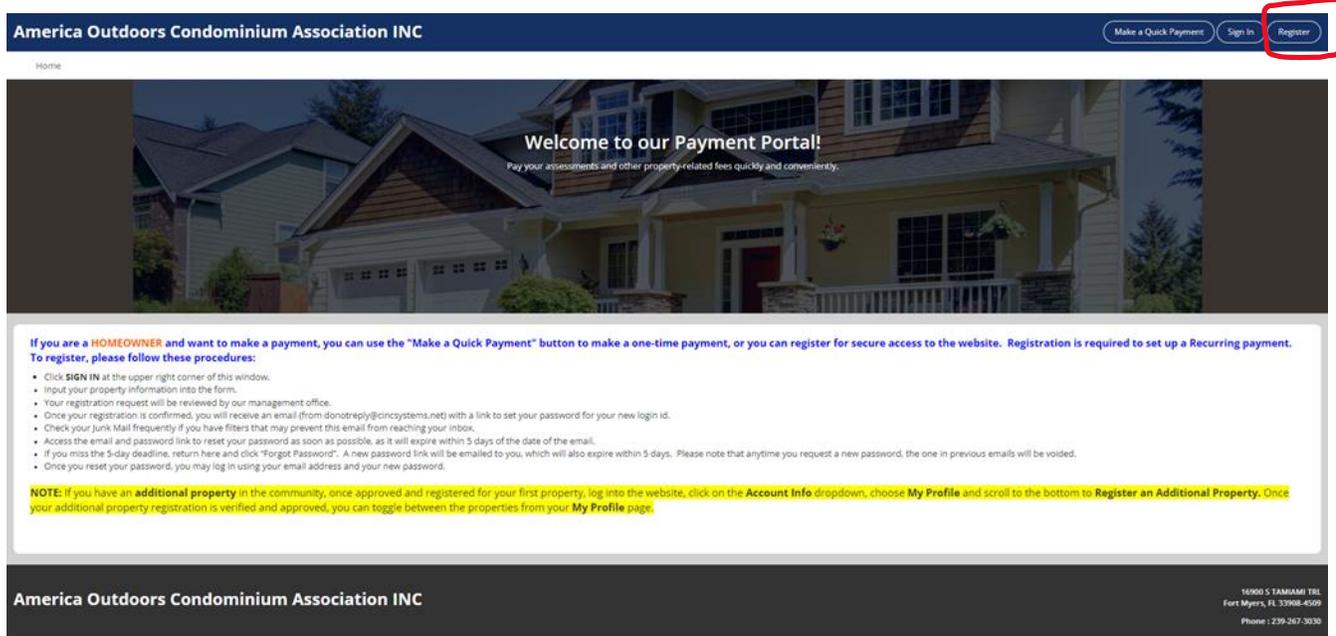
To complete & confirm this payment, click "Submit Payment"

*Once payment is authorized, there cannot be any changes or corrections.*

Powered by [CINC Community Association Management Software](#)

**TO REGISTER:** **\*\*Must register before you can sign in.\*\***

1. Click on the **<Register>** button in top right corner.



The screenshot shows the website header for America Outdoors Condominium Association INC. In the top right corner, there are three buttons: "Make a Quick Payment", "Sign In", and "Register". The "Register" button is highlighted with a red rectangular box. Below the header is a banner image of a house with the text "Welcome to our Payment Portal!" and "Pay your assessments and other property-related fees quickly and conveniently." Below the banner is a text box with instructions for homeowners on how to register and make payments. At the bottom of the page, there is contact information for the association.

**America Outdoors Condominium Association INC** [Make a Quick Payment](#) [Sign In](#) [Register](#)

Home

**Welcome to our Payment Portal!**  
Pay your assessments and other property-related fees quickly and conveniently.

If you are a **HOMEOWNER** and want to make a payment, you can use the "Make a Quick Payment" button to make a one-time payment, or you can register for secure access to the website. Registration is required to set up a Recurring payment. To register, please follow these procedures:

- Click **SIGN IN** at the upper right corner of this window.
- Input your property information into the form.
- Your registration request will be reviewed by our management office.
- 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.
- Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
- If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
- Once you reset your password, you may log in using your email address and your new password.

**NOTE:** If you have an **additional property** in the community, once approved and registered for your first property, log into the website, click on the **Account Info** dropdown, choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is verified and approved, you can toggle between the properties from your **My Profile** page.

**America Outdoors Condominium Association INC** 16700 S TAMiami TRl  
Fort Myers, FL 33908-6500  
Phone: 239-267-3030

2. Enter information requested. Boxes with a red\* are required to be completed.

The screenshot shows the registration form for the America Outdoors Condominium Association INC. The form is titled "User Information (Used for verification only)" and contains several sections:

- Account Information:** Account Number, First Name\*, Street Number, Address Line 2, State\*, Unit Number, Home Phone, Mobile Phone.
- Association Information:** Association dropdown, Last Name\*, Street Name\*, City\*, Zip\*.
- Work Phone:** A field for work phone.
- Directory Listing:** A section with checkboxes for "Display Name", "Display Address", "Display Email Address", and "Display Phone Number".
- Login Information:** Email Address\*.
- Image Verification:** A logo for "SLNK" and a "Refresh" button to generate a new image with symbols.

At the bottom, there is a "Register" button and a note: "By clicking the Register button, you are authorizing the Association or its Management Company to use your email for any official electronic communications."

3. Enter your Homeowner **Account Number** (ID). This is your LOT NUMBER in the following format: XXX-XXX-XX  
The homeowner account number will be a total of 8 digits. There are 2 types of lot numbers.  
Example: Lot A01 is Account Number: A01-000-00  
Lot A01A is Account Number: A01-A00-00
4. Association: America Outdoors Condominium Association Inc.
5. Enter **America Outdoors Address**
6. Unit Number: This is your **LOT NUMBER**
7. Enter Home, Work and Cell telephone numbers.
8. Enter email address.
9. Input symbols: Enter the symbols you see in the shaded box.
10. Click **<Register>**
11. Registration Result: Your information has been received and the America Outdoors office will review to confirm that you are the legal owner of the lot.

The screenshot shows the registration form for QEGS. The form is titled "Login Registration" and contains several sections:

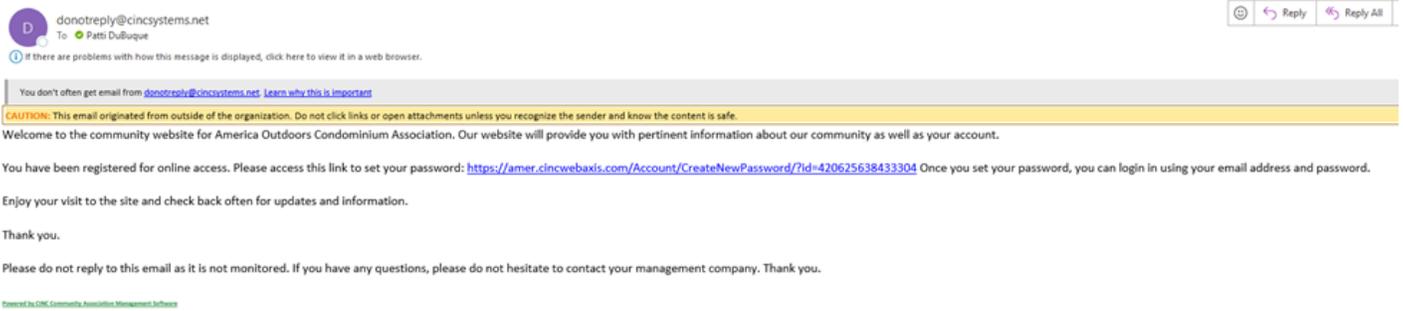
- Account Information:** Account Number, First Name\*, Street Number, Address Line 2, State\*, Unit Number, Home Phone, Mobile Phone.
- Association Information:** Association dropdown, Last Name\*, Street Name\*, City\*, Zip\*.
- Work Phone:** A field for work phone.
- Image Verification:** A logo for "QEGS" and a "Refresh" button to generate a new image with symbols.

A "Registration Result" pop-up window is displayed in the center of the form, stating: "Your registration information has been received and is awaiting approval. You will receive an email at the email address you registered with once your registration information is approved."

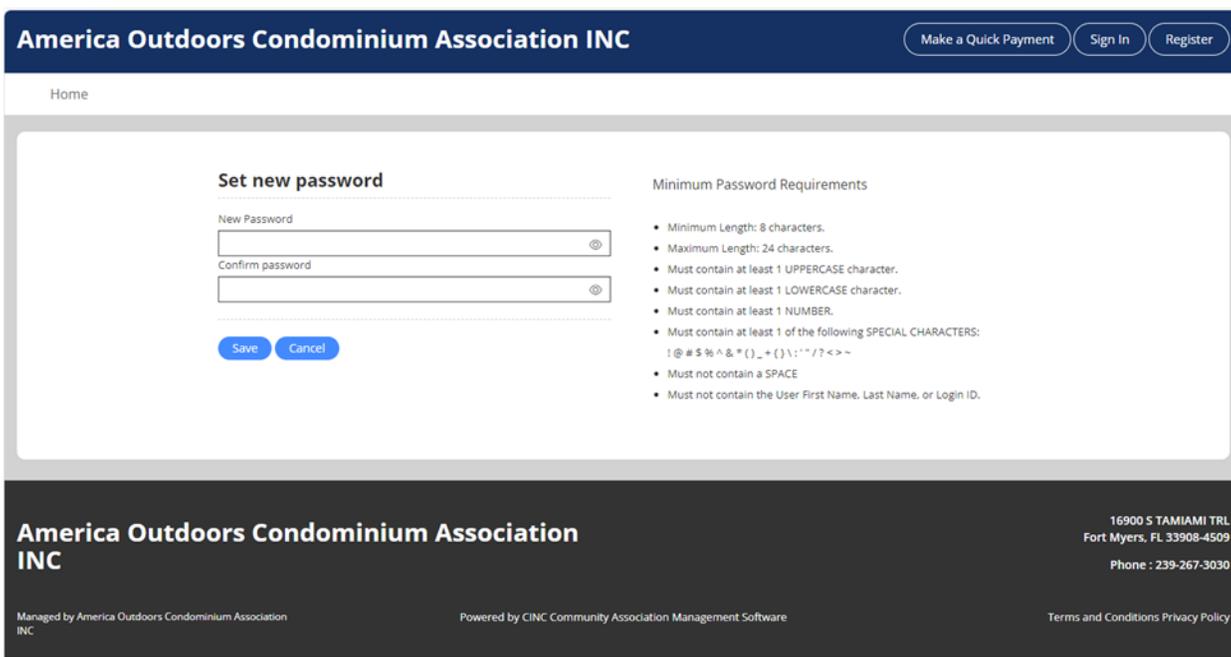
At the bottom, there is a "Register" button and a note: "By clicking the Register button, you are authorizing the Association or its Management Company to use your email for any official electronic communications."

12. Once approved for online access, you will receive an email with a link to click and set your password.

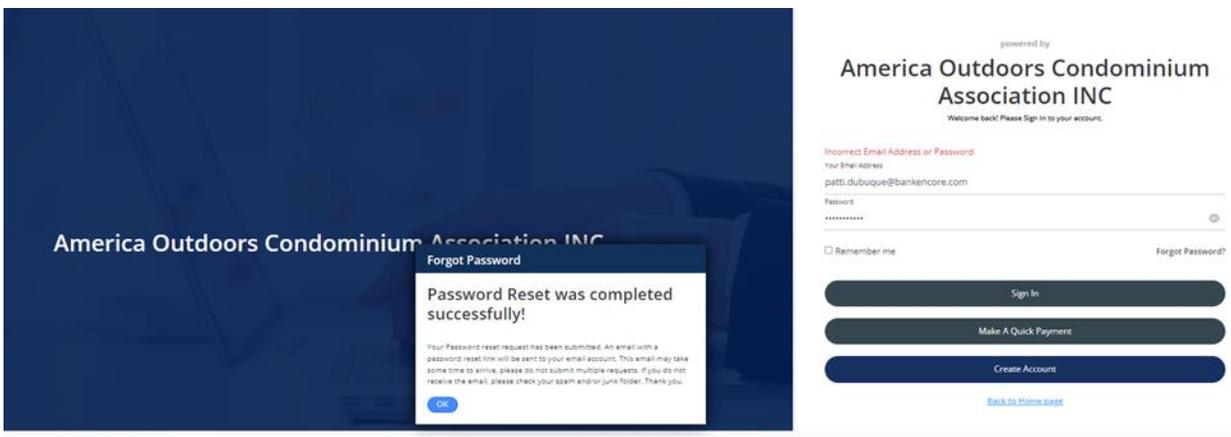
### Website Registration for America Outdoors Condominium Association



13. Enter a new password following the minimum password requirements. Click <Save>

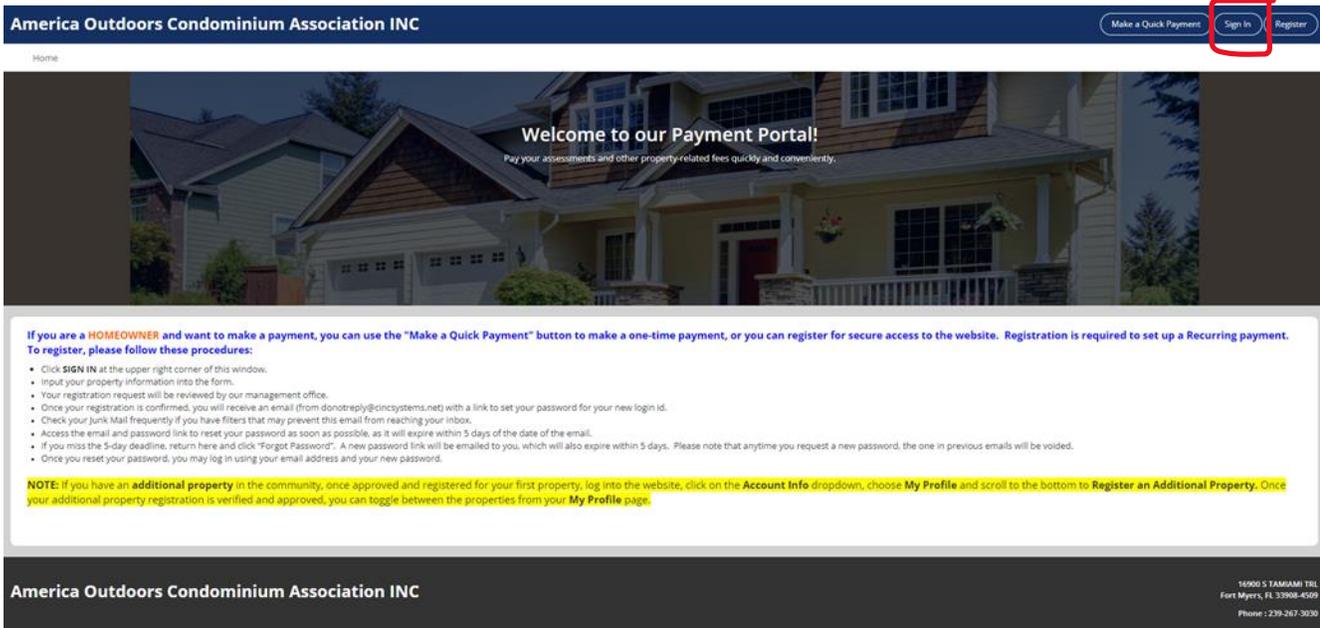


14. Successful password reset box will display if done correctly.



## TO SIGN IN:

1. Click on the Sign In button in top right corner.



America Outdoors Condominium Association INC

Home

Make a Quick Payment Sign In Register

Welcome to our Payment Portal!  
Pay your assessments and other property-related fees quickly and conveniently.

If you are a **HOMEOWNER** and want to make a payment, you can use the "Make a Quick Payment" button to make a one-time payment, or you can register for secure access to the website. Registration is required to set up a Recurring payment. To register, please follow these procedures:

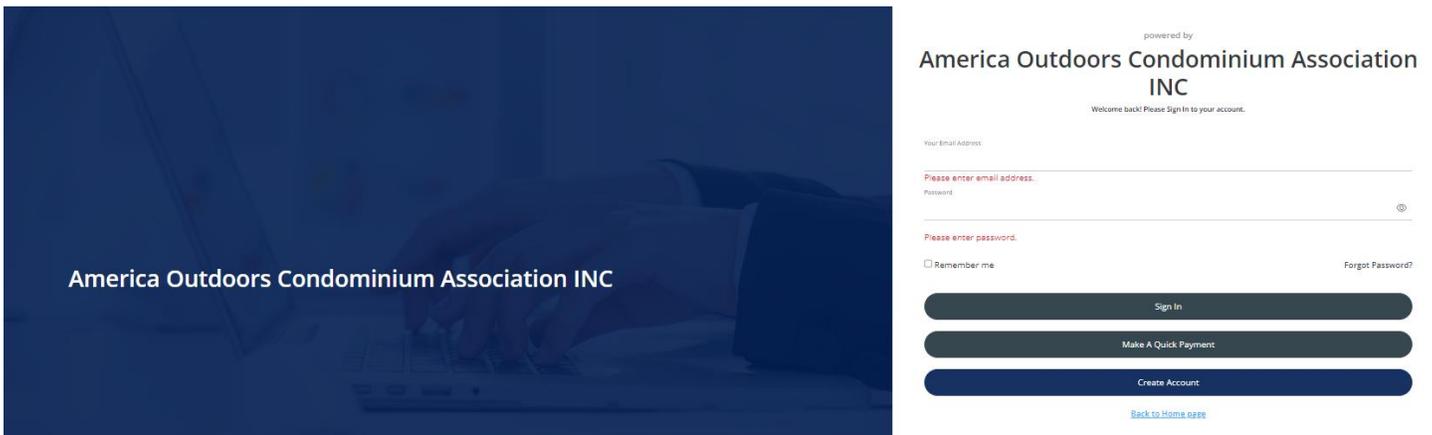
- Click **SIGN IN** at the upper right corner of this window.
- Input your property information into the form.
- Your registration request will be reviewed by our management office.
- Once your registration is confirmed, you will receive an email (from donotreply@incsystems.net) with a link to set your password for your new login id.
- Check your Junk Mail frequently if you have filters that may prevent this email from reaching your inbox.
- Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
- If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
- Once you reset your password, you may log in using your email address and your new password.

**NOTE:** If you have an **additional property** in the community, once approved and registered for your first property, log into the website, click on the **Account Info** dropdown, choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is verified and approved, you can toggle between the properties from your **My Profile** page.

America Outdoors Condominium Association INC

14900 S TAMAMI TRL  
Fort Myers, FL 33908-4509  
Phone : 239-267-3030

2. Enter email address and password. Click <Sign IN>



America Outdoors Condominium Association INC

powered by  
America Outdoors Condominium Association  
INC

Welcome back! Please Sign In to your account.

Your Email Address

Please enter email address.

Password

Please enter password.

Remember me [Forgot Password?](#)

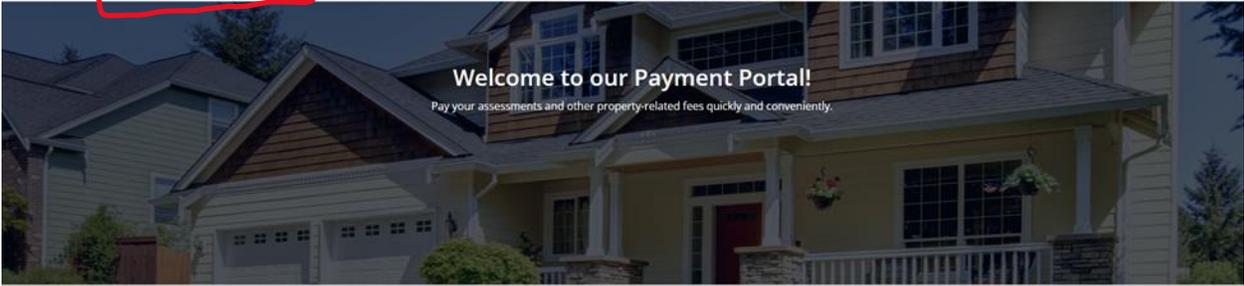
Sign In

Make A Quick Payment

Create Account

[Back to Home page](#)

3. Successful sign in: The Welcome page will appear with your name and account information in top Right corner and 2 new tabs titled Pay Assessments and My Profile.



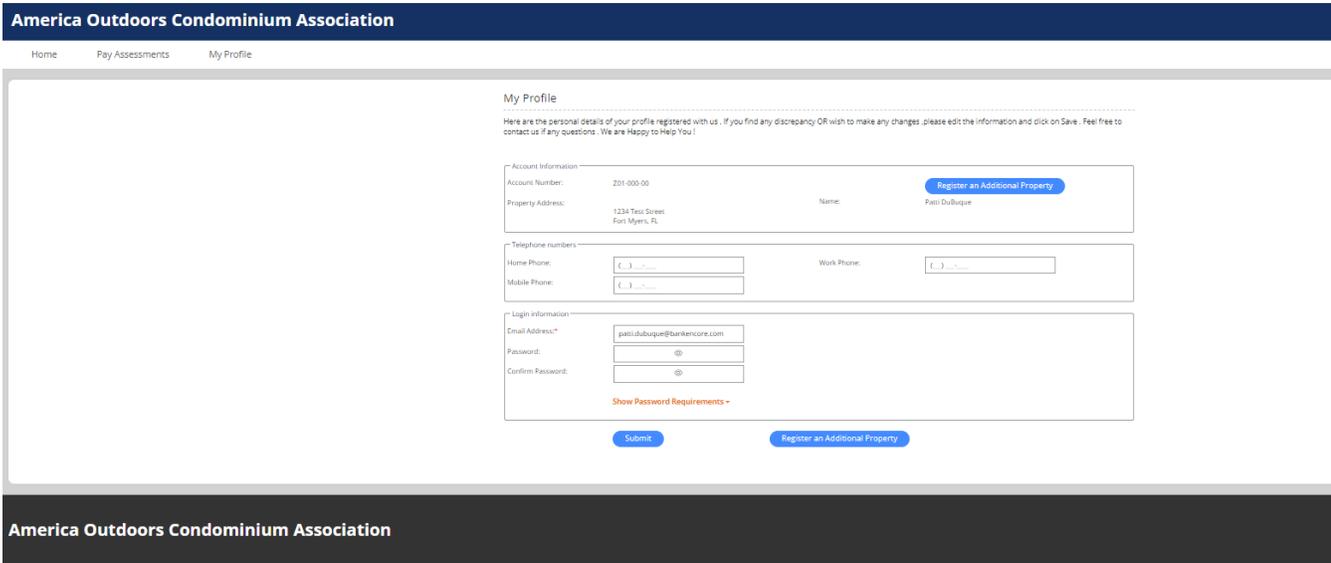
If you are a HOMEOWNER and want to make a payment, you can use the "Make a Quick Payment" button to make a one-time payment, or you can register for secure access to the website. Registration is required to set up a Recurring payment. To register, please follow these procedures:

- Click SIGN IN at the upper right corner of this window.
- Input your property information into the form.
- Your registration request will be reviewed by our management office.
- 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.
- Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email.
- If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days. Please note that anytime you request a new password, the one in previous emails will be voided.
- Once you reset your password, you may log in using your email address and your new password.

NOTE: If you have an additional property in the community, once approved and registered for your first property, log into the website, click on the Account Info dropdown, choose My Profile and scroll to the bottom to Register an Additional Property. Once your additional property registration is verified and approved, you can toggle between the properties from your My Profile page.

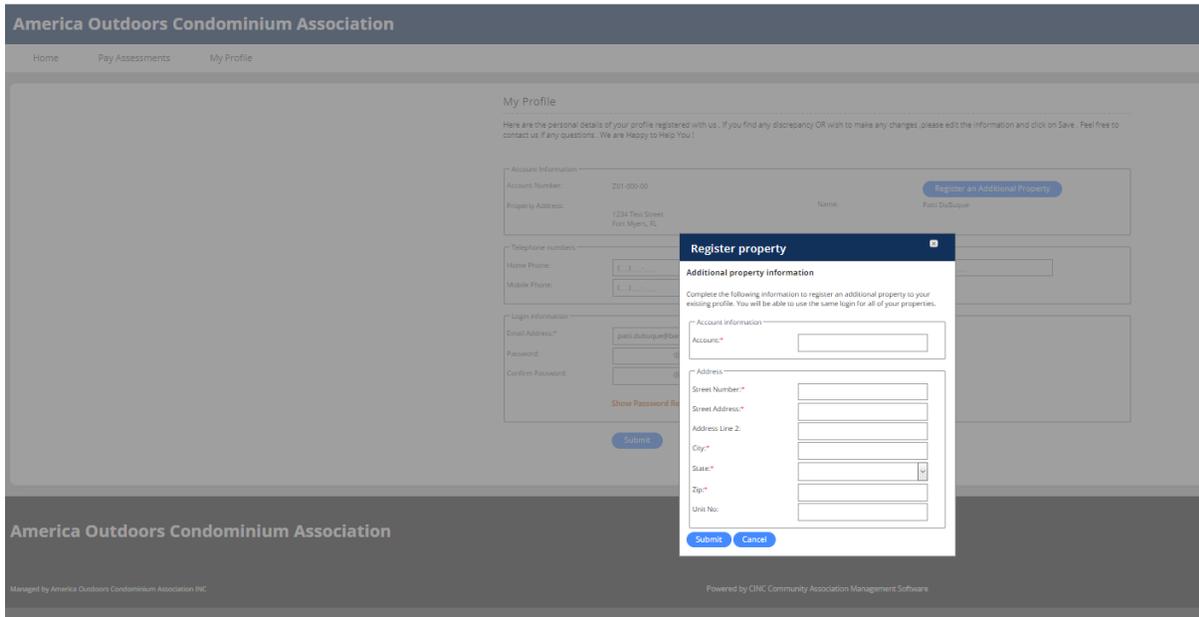
#### 4. My Profile tab

This is where you can update your telephone numbers and log in information.



5. For those owners with more than one lot, this is also where you register or link an additional lot to your profile.

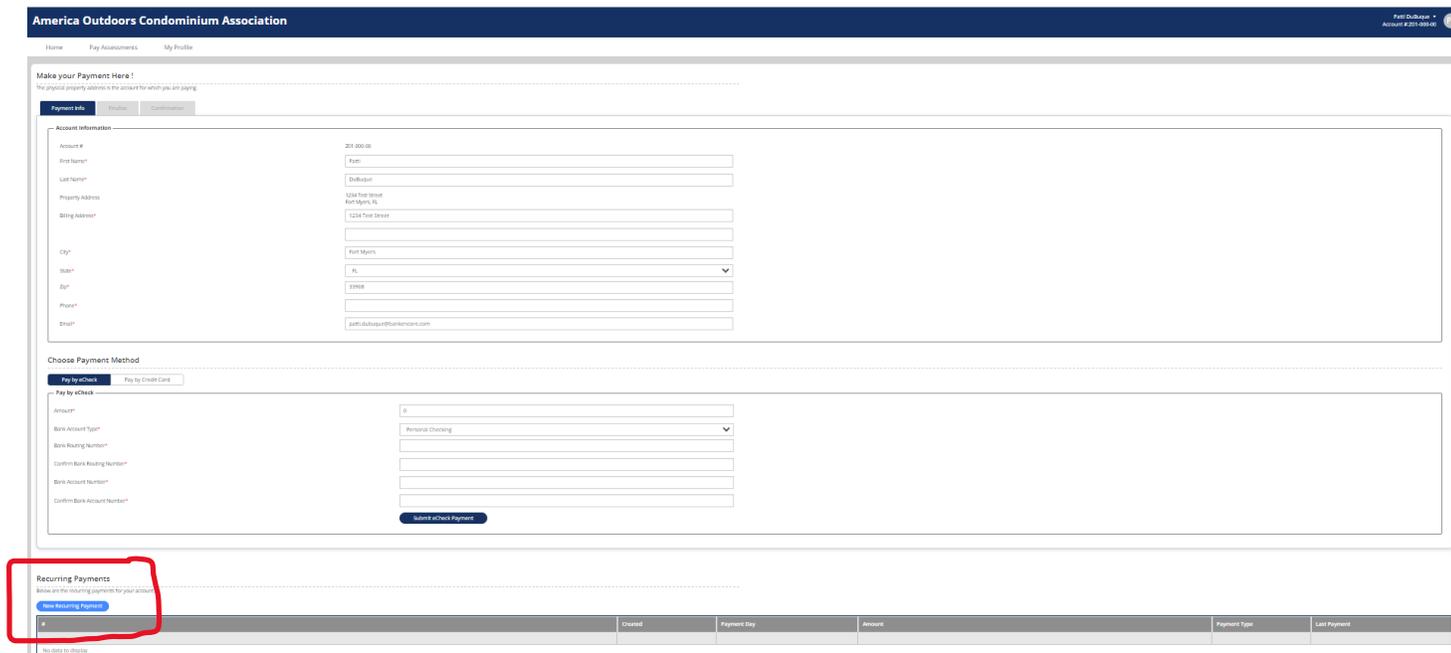
6. Click on <Register an Additional Property>



7. Pay Assessments tab

This is where you can make a one-time e-check payment, pay by credit card or set up recurring ACH payments.

8. To Set Up Recurring Payments Click on <New Recurring Payment>



9. Recurring payments can be set up from your checking or savings bank account OR your credit card.

The screenshot shows a web form titled "New Recurring Payment" with a close button in the top right. The form has three tabs: "Payment Info and Plan", "Finalize", and "Confirmation". The "Payment Info and Plan" tab is active. It contains an "Email:" field with the value "patti.dubuque@bankencore.com". Below this is a "Choose Payment Method" section with two buttons: "Pay by eCheck" (selected) and "Pay by credit card". Under "Pay by eCheck", there are several fields: "Amount:" with "\$0.00", "Bank Account Type:" with a dropdown menu showing "Personal Checking", "Bank Routing Number:", "Confirm Bank Routing Number:", "Bank Account Number:", and "Confirm Bank Account Number:". At the bottom of this section is a "Recurring Details" link.

10. Enter the Recurring Details by clicking on the drop-down box and choosing the following:

The screenshot shows the "New Recurring Payment" form with the "Recurring Details" section expanded. The "Amount:" field is "\$0.00". There is an "International Credit Card:" checkbox which is unchecked. The "Frequency:" dropdown menu is set to "Quarterly". Below this is a checkbox for "Please check this box to automatically renew your recurring payment dates each year:" which is unchecked. There are four date fields for payments: "First Payment:" (07/01/2024), "Second Payment:" (10/01/2024), "Third Payment:" (01/01/2025), and "Fourth Payment:" (04/01/2025). The text "Frequency:", "Quarterly", and the date values are highlighted in yellow.

11. Enter <Submit>

12. Recurring Payments successfully scheduled will display with the following at the bottom of the Payment Assessments Tab.

- Created Date
- Payment Day
- Amount
- Payment Type
- Last Payment

Recurring Payments  
Below are the recurring payments for your account.

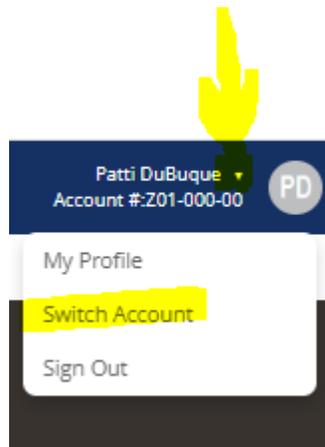
[New Recurring Payment](#)

#	Created	Payment Day	Amount	Payment Type	Last Payment
No data to display					

**For Owners with Multiple Lots:**

If you registered or linked multiple properties to your profile, you can access those accounts by doing the following:

1. In top right corner of your account, click the drop down arrow and click **<Switch Accounts>**



2. Click on the bubble of the account you want to switch to and make your payment or set up your recurring payment.

