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Fairway Management of Brevard • 1331 Bedford Drive, Suite 103 • Melbourne • FL • 32940 • Phone (321) 777-7575

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## Homeowner Portal / Online Payment – Account Setup Instructions

*Note: There is a \$2.99 fee for one-time eCheck payments, \$1.99 fee for auto-pay eCheck payments, and a 3.25% fee for credit card payments*

### **Creating a New Account**

If you are creating a Homeowner Portal account for the first time, follow the instructions below:

- 1) Go to [www.fairwaymgmt.com](http://www.fairwaymgmt.com)
- 2) Click on “Homeowner Portal / Pay Assessments”
- 3) Click “Register” at the top right
- 4) Click “Create Account”
- 5) Fill out the information on the page and click “Register” at the bottom when finished
- 6) The Fairway Management office will review your registration
- 7) Once your registration is approved, you’ll receive an email (from [donotreply@cincsystem.net](mailto:donotreply@cincsystem.net)) with a link to create your password
- 8) Once you create your password, you can sign into the Homeowner Portal to pay your assessments, view Association documents, view violations, and more

### **Adding Another Association Account Number or Additional Properties:**

If you’ve already created an account and need to register another Association account number (*You will need to do this if your property is in Viera and belongs to two different Associations that are managed by Fairway Management*) or an additional property that is managed by Fairway Management:

- 1) Login with your existing Homeowner Portal account
- 2) Click your name at the top right corner
- 3) Click “Switch Account”
- 4) Click “Register an Additional Property”
- 5) Enter your information and then click “Submit” when finished
- 6) The Fairway Management office will review your registration
- 7) Once your registration is approved, you’ll be able to switch between account numbers by clicking your name at the top right corner and then clicking the green “Switch Account” button (**NOTE:** *you will not receive a confirmation email for additional registrations, so please check back periodically to see if you are able to switch account numbers. We try to approve registrations as quickly as possible, usually by the next business day*)

### **Switching Account Numbers:**

If you’ve already created an account and registered other account numbers (*for example, if your property is in Viera and belongs to multiple Associations*), you can switch between the account numbers with the instructions below:

- 1) Login with your existing Homeowner Portal account
- 2) Click your name at the top right corner
- 3) Click “Switch Account”
- 4) Select the account number that you want to pay/view and click the green “Switch Account” button

### **Sign Up for eStatements:**

You can opt in to receive emailed statements in addition to paper statements. To do this:

- 1) Login to your Homeowner Portal account
- 2) Click your name at the top right corner
- 3) Click “My Profile”
- 4) Click the “Communication” tab
- 5) Toggle the “Receive eStatements” button so that the white circle is on the right side of the green bubble (**NOTE:** *If you own multiple properties or your property belongs to multiple associations, you’ll need to follow these instructions for each account number*)

*If you need further assistance creating your Homeowner Portal account, adding additional account numbers or properties, making online payments, or any other Homeowner Portal function, please contact our office by email at [assessments@fairwaymgmt.com](mailto:assessments@fairwaymgmt.com) or by phone at 321-777-7575.*