

Dear CARRIAGE GATE Homeowner,

Please follow the steps below to create your account.

Registration Steps:

1. Visit: <https://capitolcorp.cincwebaxis.com>
2. Click **“Register”** in the top right corner.
3. Complete all required fields marked with an asterisk.
4. Be sure to include your email address and phone number.
5. Please note: Your account number is **not required**.
6. Click **Submit**.
7. Allow **24–48 hours** for approval.

Once Approved:

You will receive an email from donotreply@cincsystems.net. Please check your spam or junk folder if you do not see it in your inbox.

If you do not receive the approval email within 24–48 hours after submitting your registration, please contact info@capitolcorp.com for assistance.

Once you receive the email, follow the instructions provided to complete your account setup. You may then log in and make a payment or set up recurring automatic payments. **CINC Payment Options & Fees:**

- **Recurring eCheck:** \$1.99
- **One-time eCheck:** \$2.99
- **Debit/Credit Card:** 3.50%

We encourage you to set up autopay to help ensure your assessments are paid on time going forward.

Set Autopay:

1. From the Payments Home page, locate the **AutoPay Series** section on the right-hand side and click **“Add AutoPay.”**
2. Under **Method**, click **“Select method”** and choose **“Use new payment method”** to enter your bank account or card details.
3. Under **Amount**, you may choose either:
 - **Fixed Amount** – for your regular assessment amount, or
 - **Assessment Balance** – to automatically cover any unpaid assessments, late fees, or related charges.
4. Under **Frequency**, select **“quarterly”**
5. **Under Date, choose your preferred payment date.**
6. **Click “Review AutoPay Setup” to confirm and complete your enrollment.**

Pay by Check:

If you prefer to pay by check, you may continue mailing payments to the PO Box listed below. Please be sure to include your **new account number** on your check or payment coupon to ensure proper processing.

Mailing Address for Check Payments:

CARRIAGE GATE

c/o Capitol Property Management

PO Box 98550

Phoenix, AZ 85038-0550

Thank you for your prompt attention to this matter.

Sincerely,

Kathy Gately, Property Manager, email address: kgately@capitolcorp.com

Alajah Clyburn, Administrative Assistant, email address:

aclyburn@capitolcorp.com