

**UPDATING YOUR DRAFT AMOUNT FOR 2019**  
**(all payments due on the 1<sup>st</sup>; late fee assessed on the 15<sup>th</sup>)**

**\*\*You MUST update your draft for the 2019 assessments\*\***

**EXISTING CINC ACCOUNTS:**

Sign onto your CINC account at <https://FSC.CINCweb.com>

Click on PAY ASSESSMENTS

At the bottom of the next page under RECURRING PAYMENT update the **AMOUNT ONLY** for checking account drafts.

For credit card drafts, click on the credit card button and EDIT the draft **AMOUNT ONLY**

**\*\*do not set up a second draft\*\***

**CREATING NEW CINC ACCOUNTS:**

Register for an account at <https://FSC.CINCweb.com>

Once you receive your password log onto your account.

Click on PAY ASSESSMENTS, at the top of the next page you will see **ONE TIME PAYMENT** this is where you can pay anything currently due.

At the bottom of the page you will see **RECURRING PAYMENTS**

This is where you will set your account to draft monthly.

If you draft from your checking account its free, if you draft from a credit card, the credit card company charges a fee.

**This CINC account is set up and managed by the homeowner. The homeowner is responsible for making sure their account and contact information is updated, and payments are current.**

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