



Welcome!

Our website has been designed to help keep you informed about your association so that you feel at home and in touch with your neighbors.

If you are a HOMEOWNER and want to access your account information or make a payment, please register for secure access to the website.

Please follow these procedures:

- Click "Register" on the top menu or "Sign In" on the upper right corner of this window to create an account.
- Please follow the step-by-step directions below on Page 2 for registration
- Your registration request will be reviewed by the management office.
- Once your registration is confirmed, you will receive an email (from donotreply@cincsystems.com) 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:

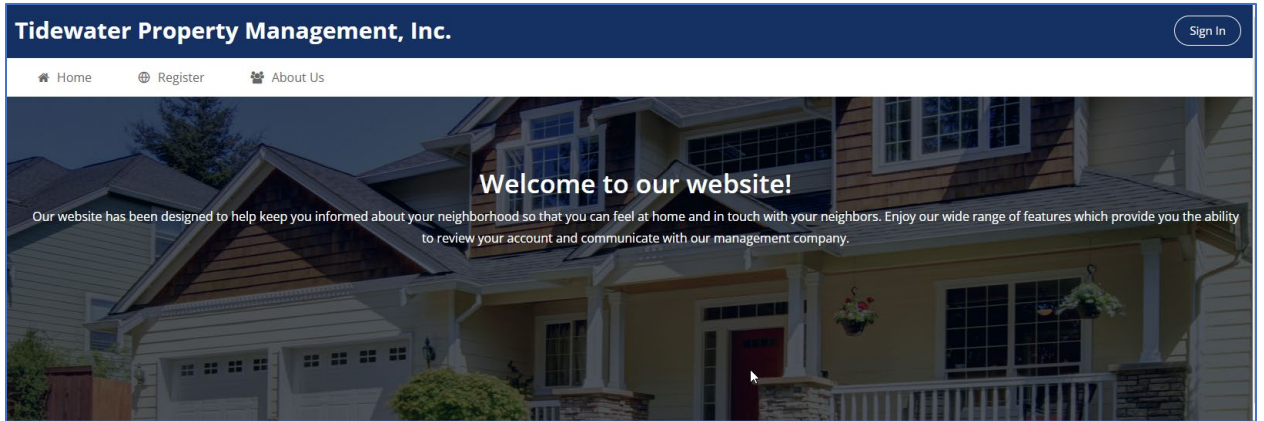
If you have an additional property in the community, once approved and registered for your first property, log into the website, click on the **Account Info** dropdown, choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is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

START MY REGISTRATION (Step By Step Instructions)

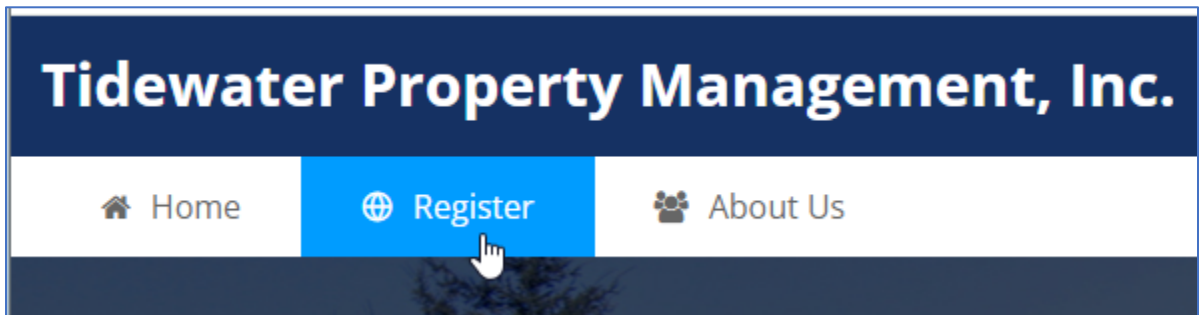
Please see the following pages for assistance with registering.

REGISTER WITH CINC

1. Please click on the link <https://tidewater.cincwebaxis.com> to register and the following will populate:



2. Click on Register:



3. The following will populate:

Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number:	<input type="text"/>	Last Name:*	<input type="text"/>
First Name:*	<input type="text"/>	Street Name:*	<input type="text"/>
Street Number:*	<input type="text"/>	City:*	<input type="text"/>
Address Line 2:	<input type="text"/>	Zip:*	<input type="text"/>
State:*	<input type="text"/>		
Unit Number:	<input type="text"/>		
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>		

*Indicates required field

4. Enter your Name, address and email as it shows in your current Tidewater portal account.
 - Those with * must be completed.
 - In the “Street Number” enter the number your address starts with then enter the street name in “Street Name” and for “Unit Number” enter the alphabet letter in your address. For example, for address 6A Queen Victoria Way, you would enter 6 in the Street Number, Queen Victoria Way in the Street Name and A in the Unit Number.
 - Please enter phone numbers as appropriate
 - Under Receive Correspondence please check:
O-Receive Correspondence by Email.
 - Enter the current email address on file with QL.
 - Input the symbols as shown for verification.

User Information (Used for verification only)

Account Number:	<input type="text"/>	Last Name:*	<input type="text" value="Hendricks"/>
First Name:*	<input type="text" value="Jacquelyn"/>	Street Name:*	<input type="text" value="Queen Victoria Way"/>
Street Number:*	<input type="text" value="6"/>	City:*	<input type="text" value="Chester"/>
Address Line 2:	<input type="text"/>	Zip:*	<input type="text" value="21619"/>
State:*	<input type="text" value="MD"/>	Work Phone:	<input type="text" value="() - - -"/>
Unit Number:	<input type="text" value="a"/>		
Home Phone:	<input type="text" value="() - - -"/>		
Mobile Phone:	<input type="text" value="(610) 248-0332"/>		

*Indicates required field

Receive Correspondence

Receive Correspondence By Email:

Receive Correspondence By Mail:

Directory Listing - Do you want to be listed in the community online directory?

By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

Show / Opt-in:

Display Name:


Display Address:

Display Email Address:

Display Phone Number:

Login Information

Email Address:*
 |



Refresh

Input symbols

Type the characters you see in the picture above.

By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

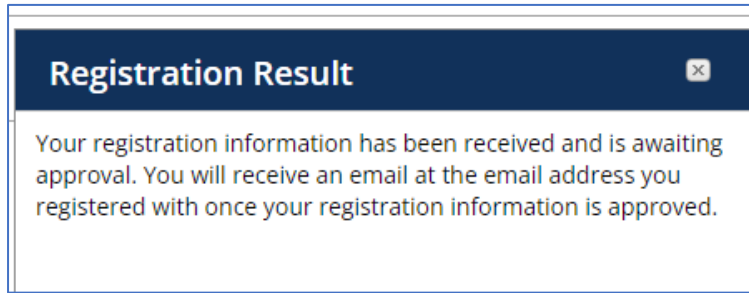
[Register](#)

5. Click on Register:

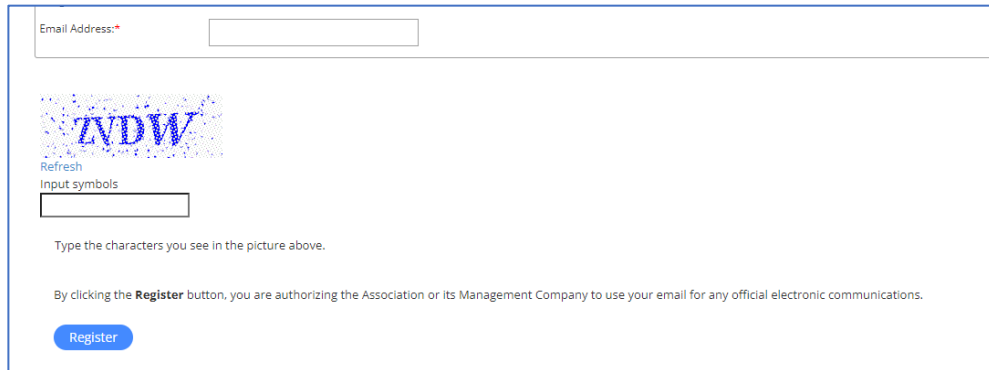
By clicking the **Register** button, you are authorizing the Association or its Management Company to use your email for any official electronic communications.

Register

6. The following will populate, click on the X to exit.



NOTE: If the below populates again please do not register again, scroll up and click on home.

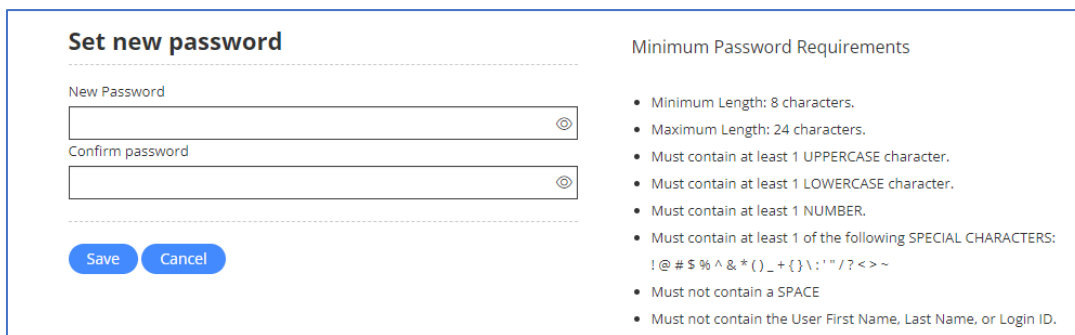
A registration form with an "Email Address:" field at the top. Below it is a CAPTCHA image showing the letters "ZNDW" in a blue, pixelated font. Under the image are a "Refresh" link and an "Input symbols" field. Below the input field is the instruction "Type the characters you see in the picture above." At the bottom, there is a disclaimer: "By clicking the Register button, you are authorizing the Association or its Management Company to use your email for any official electronic communications." and a blue "Register" button.

7. Once your registration is approved you will receive an email from CINC:

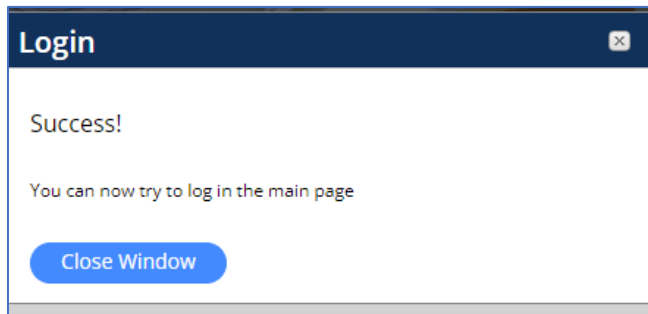
From: donotreply@cincsystems.net

Subject: Website Registration for The Queens Landing Council of Unit Owners, Inc.

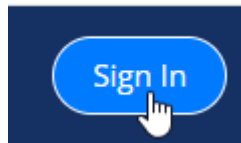
8. Please access the link in the body of the email to set your password. The website will appear with the below to complete your password. Once your password has been set you can login using your email address and password.

A form titled "Set new password" with two input fields: "New Password" and "Confirm password", each with a visibility toggle icon. Below the fields are "Save" and "Cancel" buttons. To the right of the form is a section titled "Minimum Password Requirements" with a bulleted list: "Minimum Length: 8 characters.", "Maximum Length: 24 characters.", "Must contain at least 1 UPPERCASE character.", "Must contain at least 1 LOWERCASE character.", "Must contain at least 1 NUMBER.", "Must contain at least 1 of the following SPECIAL CHARACTERS: !@#\$%^&*()_+{} \\'\"/?<>~", "Must not contain a SPACE", and "Must not contain the User First Name, Last Name, or Login ID."

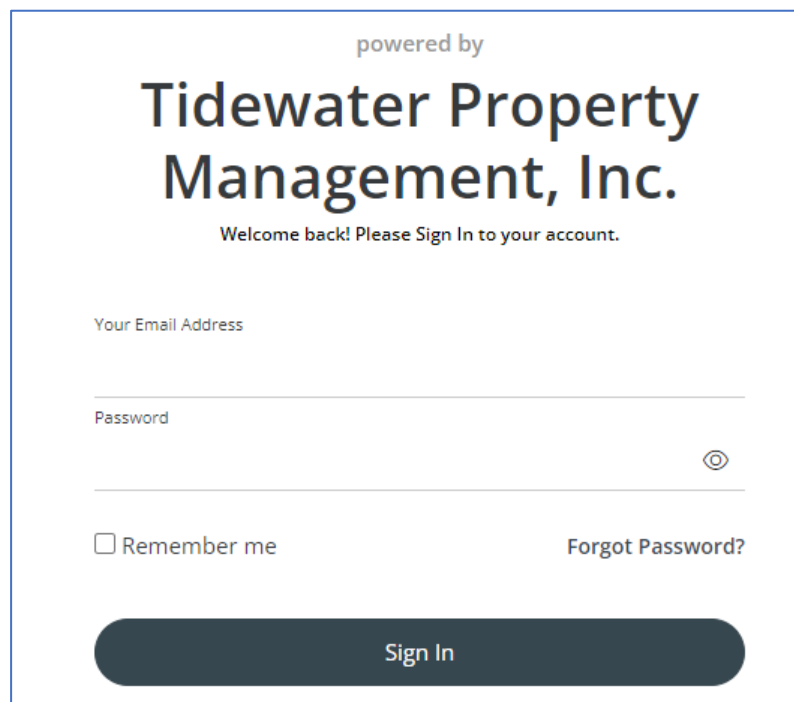
9. The following will populate once your password is set. Click close window.



10. Go to Sign In which is located in the upper right-hand corner of the site:



11. Once you click on Sign In the following will populate to begin using the new portal:

A screenshot of a sign-in page for Tidewater Property Management, Inc. The page is titled "powered by Tidewater Property Management, Inc." and includes the text "Welcome back! Please Sign In to your account." Below this, there are two input fields: "Your Email Address" and "Password". The "Password" field has a toggle icon (an eye) to its right. There is a checkbox labeled "Remember me" and a link labeled "Forgot Password?". At the bottom, there is a large, dark blue button with the text "Sign In".