Dear Homeowners,

Please follow these steps to sign in to the Ameri-Tech homeowner portal and submit a work order. If you do not already have the Ameri-Tech app on your phone, download it from the App Store.

Step 1: Sign In or Register

1. Open the Ameri-Tech app.
2. Enter your **Email Address** and **Password**.
3. Tap **Sign In**.
4. If you have not created an account, tap **Register** and follow the instructions.
5. If you cannot remember your password, tap **Forgot Password** to reset it.

Step 2: Open My Work Orders

1. After signing in, locate **My Work Orders** on the main screen.
2. Tap **My Work Orders** to view your requests or begin a new one.

Step 3: Add a Work Order

1. On the **My Work Orders** screen, tap **Add Work Order**.
2. A form will open for you to enter your maintenance request.

Step 4: Complete and Submit Your Work Order

1. **Short Description:** Enter a brief title, such as "Sprinkler leaking near driveway."
2. **Complete Details Of Your Request:** Describe the problem. Include your address, the exact location of the issue, when you noticed it, and any helpful details. Both fields marked with a red asterisk (*) are required.
3. **Add Attachment:** Tap this button if you would like to include a photo or document showing the problem.
4. **Submit:** Review your information, then tap **Submit** to send your request.

After submitting, return to **My Work Orders** to check that your request appears and review its status.

Thank you for using the homeowner portal to help us keep maintenance requests organized and trackable.

Robert L. Phillips
President, Whispering Woods HOA

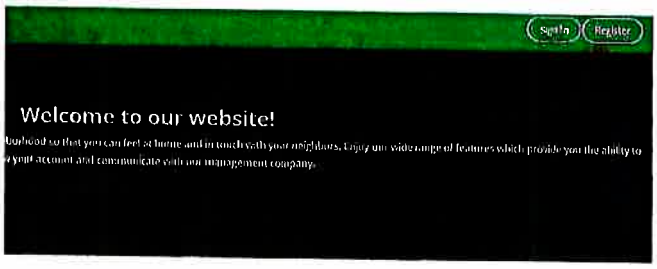
To register for the Ameri-Tech Resident Portal, please perform the following steps:

1) **Go to** https://amtec.cincwebaxis.com/ (Do not add www.)



2) **Click on the "Website Portal Login" in the top right-hand corner**

3) **Click on the "Register" button in the top right-hand corner**



4) **Complete a minimum of all mandatory fields marked with a red asterisk ***

- Please enter your email address as your Login ID
    - Select your association from the drop down menu



5) **After you have registered, if your name and property address match our records exactly, you will be automatically approved and will receive an email to create a password. If there are errors in your registration information, it must be manually approved by Ameri-Tech Staff.**

6) **We will approve your registration and an email will be sent to you.**

Please be advised that the following methods of payment are available:

1. ***Online One-Time & Recurring Payments (Website Portal)*:** This portal has been specifically designed to allow you the convenience of making your payments online and accessing your account information. You will be able to make online payments using either e-check or credit cards. There is a processing fee of $1.99 per echeck or 3.25% for credit or debit card payments charged by the processing company not Ameri-Tech Realty.
   Go to https://amtec.cincwebaxis.com/ (Do not add www.)
2. ***Lockbox Service for paying Pay by Check with attached coupon*:** This option is free to the owner. You can pay by check. You will mail your payment to the PO Box below with your account number on the check made payable to your association.
3. ***ACH*-** With ACH, your assessment payment is automatically deducted from your checking account each assessment due date at no charge to you. Submit the enclosed ACH form with a voided check by mail or fax (727-723-1101).
4. ***Personal Online Bill Payment Service*:** This option is free to the owner. You can set up an online bill pay through your bank. Please set up the bill pay with the following information and use your unit number as your account number. Please note that if you are currently paying your assessments using a personal online payment service or pay online through your personal bank's online payment service, you must DELETE your current set up. You will then need to add the new payee address below to ensure your payment is posted promptly. Please make sure you update your account number to reflect the new account number in the coupon book.

Your Association Name
PO Box 20848
Tampa, FL 33622

Ameri-Tech Community Management now has an app available! With this app, there are multiple features available to you! Scan the QR code to download.

- View your ledger
- Make payments
- View and respond to violation letters
- View your community's resident directory