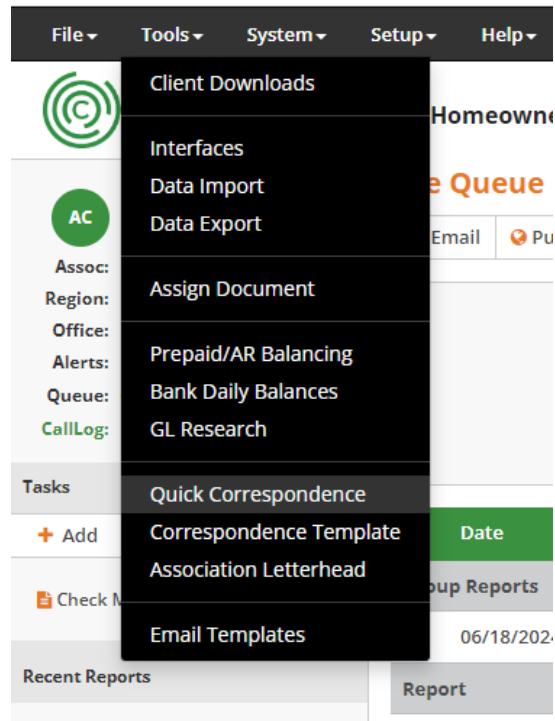




Correspondence Templates:

To generate instructions for new or existing owners to log in to the WebAxis portal, go to tools, quick correspondence.



Choose the owner you want to send the letter to and select the Webaxis Log in Instructions template from the drop down. Change the status to “open”. You can also make edits to the template on this page before generating.

[illegible]

Hit “Post” at the top of the page and it will go to your file queue (in the upper left corner under alerts) to be downloaded or emailed. Just click on the “quick correspondence” link once it’s completed and it will download a PDF. You can also check off the box to the left of the correspondence and hit email to send it to the email address on file.



File Queue

Type: (All Types)

Publish To Website: 2023 Meeting Minutes ALL

*Test Training Association

Show Items Created: Last 2 Days

	Date	Description	Status	Last Download
Report				
☐	06/28/2024	Quick Correspondence Report	Completed	Never

Follow these same steps for any other merged correspondence you want to generate or send through CINC. You can view, edit, and add attachments to generated letters under the owner's account in the correspondence tab.

To make a new correspondence template, go to Tools, Correspondence Template, and hit new. You can add merge fields by inserting tags above the body of the letter. See further details on setting up a correspondence template in the CINC Help tab or register at the following link for a video tutorial:

<https://register.gotowebinar.com/recording/5228033084343155972>

Reach out to support@barkanco.com for further assistance.