



GNO Webaxis Instructions

Have you heard about Webaxis?

Webaxis is GNO's online system to keep our associations informed with their community. Important correspondence from GNO will be sent from donotreply@cincsystems.net or donotreply@gnoproperty.com. Be sure to add this email as a 'Safe Sender' in your email.

Registering your account is the best way to ensure you receive all correspondence regarding your association. Registering does not mean your information will be shared. You control what information is shared (see Directory Listing options below).

Webaxis is your one-stop spot to review your account, make payments, review association documents, and contact GNO!!

Here is how to register!

I. To Register for Webaxis:

1. Visit <https://www.gnoproperty.com/>
2. Click **GNO Webaxis**
3. Click **Register** in the top right corner
4. Fill in all required fields
 - Please note "Directory Listings" is optional.
5. Click **Register**
6. Wait for our Customer Service Manager to approve your registration.

II. Once Registration is approved:

1. Once your registration is approved, you will receive an email from donotreply@cincsystems.net (It may go to your spam/junk folder). If you do not receive an email within 48 hours please contact customerservice@gnoproperty.com or call 504-528-7028.
2. Follow the prompts of the email to complete your registration
3. You're all set! You are now registered on your Association's Webaxis.

III. How to Pay Online:

1. Visit <https://www.gnoproperty.com/>
2. Click **Pay Dues**
3. Click **Login** in the top right corner
4. Click **Pay Assessments** in the blue menu bar to the left.
5. Choose Payment Method: **Pay by eCheck or Pay by credit card**
6. Fill in all required fields
7. If paying by check, click **Submit eCheck Payment** to complete your payment.
8. If paying by debit or with credit card, follow the prompts on the screen
9. You will receive a confirmation email with the receipt of your payment.



504.528.7028



www.gnoproperty.com



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Harahan, LA 70123



IV. How to Set Up Recurring Payments (Autopay):

1. Follow the steps 1 – 4 above
2. Scroll down to ***Recurring Payments***
3. Click **New Recurring Payment**
4. Fill in all required fields. Be sure to select the appropriate ***Frequency*** and ***Processing Day of Month***
5. Click ***Submit eCheck Payment***



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GNO Payment Options

Pay by ACH

Complete and return the included GNO ACH Form. Your payment will be automatically drafted from your account at no cost.

*****Please note: You will not be required to take any action if there is any change, i.e. dues increase, fines and/or special assessment. The system adjust automatically.***

Single Payment via Webaxis

Visit www.gnoproperty.com click **Pay Dues** and log in with your e-mail and password. Click on **Pay Assessments**. You will be required to enter your checking account or credit card information each time. There is a \$1.99 fee for e-checks, a 3.5% fee for credit and debit card payments.

Recurring Payment via Webaxis

Visit www.gnoproperty.com click **Pay Dues** and log in with your e-mail and password. Click on **Pay Assessments**. Scroll to the bottom of the page, click **New Recurring Payment**. You will be required to enter your telephone number, checking account or credit card information, frequency of payment (monthly, quarterly, or annually) and payment date. There is a \$1.99 fee for e-checks, a 3.25% fee for credit and debit card payments.

*****Please note: You will be required to update your recurring payment amount if there is any change, i.e. dues increase, fines and/or special assessment. The system does not adjust automatically.***

Pay by Mail

Send your payment made payable to your association **with the property address or your account number in the memo section to:**

List your HOA or Association Name (for example, The Fountains
HOA)

c/o GNO Property Management

PO Box 20687

Tampa, FL 33622-0687

Please detach and include your statement stub or coupon, if applicable



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**Pay Through Your Financial Institution**

Make a payment from your financial institution noting your **GNO account number in the memo section** and please make sure they are sending it to the Tampa, FL address shown above.

*****Please note: You will be required to update your bill payment amount if there is any change, i.e. dues increase, fines and/or special assessment on your account.***

****If you own more than one property in an association or another property in different associations, please call our office for assistance.**



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| | |
|---|---|
| <i>Name</i> | <i>Date</i> |
| <i>Phone Number</i> | <i>Email Address</i> |
| <i>Property Address</i> | <i>Mailing Address (if different from property)</i> |
| <i>Association</i> | <i>Association Account Number</i> |
| <i>Account type</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <i>Routing number (9 digits)</i> <hr/> <i>Account number</i> |
| <i>Billing Cycle (draft date is the 7th of the month in which assessments are due)</i> <div style="text-align: center;"> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually </div> | |

Direct Draft Authorization Form

I hereby authorize GNO Property Management, LLC (GNO) to automatically initiate electronic drafts from my account, at the financial institution (bank) in this agreement, for payment of bills rendered to me by my HOA/COA. I agree that GNO shall not be under any obligation to furnish me with any special notice in writing or otherwise of the preparation for payment of any such draft to my account. I further agree that the rights of GNO in respect to each charge shall be the same as if issued and signed personally by me. This authorization shall remain in effect until I notify GNO in writing to cancel at least fourteen (14) days prior to my next draft.

Signature

Month / Year to Begin

- **Please attach a voided check. You may email this form to ar@gnoproperty.com or mail to GNO.**
- If GNO should receive 2 insufficient funds notices from your bank, your account will automatically be removed from direct draft. Conventional payments will be required for each return along with a \$25 processing fee.
- Note that if this form is turned in after the 7th of the month automatic draft will not take place until the following month (7th) and will not account for the current month's dues.



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