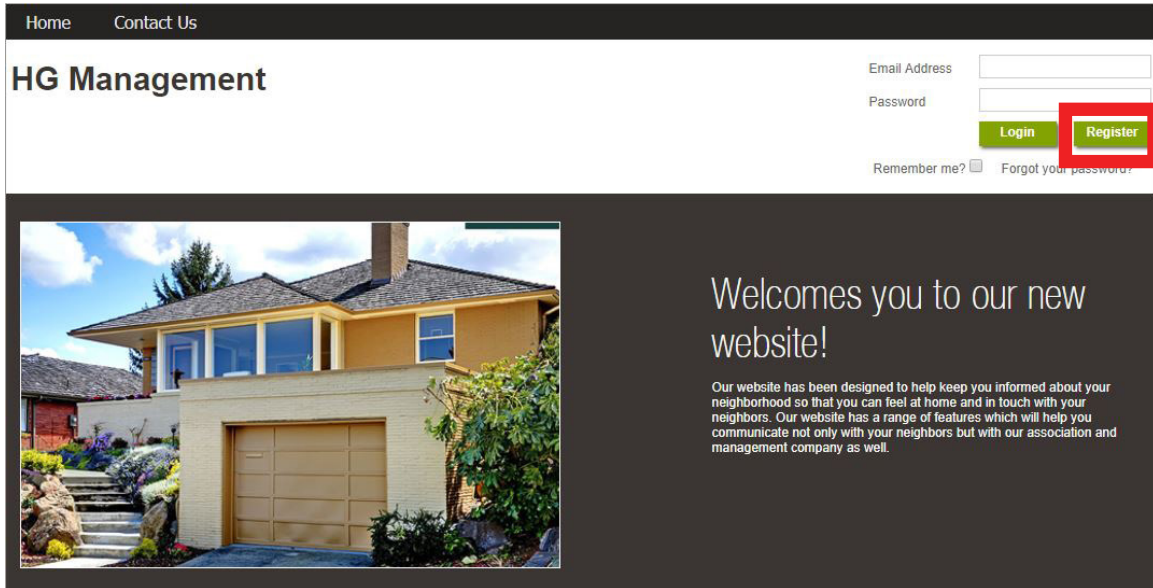


# CINC CLIENT REGISTRATION

HG Management (also doing business as “BRC Community Management”), your HOA management company, is making some terrific improvements which include partnering with CINC Systems and Citywide Banks to provide our payment processing, banking, database, and web services. Effective January 1, 2018, we will go-live with these changes and Caliber Portal will no longer be available. Please review the instructions below to set up your new Client Access on CINC Systems.



1. Go to hgmanage.com
2. Select the blue “Client Access” button in the top right corner
3. Select “Register”
4. Complete the Registration Form
5. Select “Register”
6. You will receive an email confirmation to complete your registration and create a password (check your spam if you don't find it in your main inbox)

A screenshot of the registration form. It is divided into three sections: "User Information (Used for verification only)", "Directory Listing - Do you want to be listed in the community online directory?", and "Login Information". The "User Information" section contains fields for Account Number, First Name, Last Name, Street Name, Address Line 2, City, State (a dropdown menu), Zip, Unit Number, Home Phone, Mobile Phone, and Work Phone. The "Directory Listing" section has checkboxes for "Display Name", "Display Address", "Display Email Address", and "Display Phone Number". The "Login Information" section has a field for "Email Address" and a "Register" button at the bottom.

Once you have completed these steps, you will go to hgmanage.com, select the blue “Client Access” button, and select “Login” to access items such as; homeowner ledger, make one-time payments, set up automatic withdrawals, and see violations.

If you have bookmarked the “CaliberPortal,” please update it with the new Client Access.

NEED HELP? CALL - 303.804.9800 or EMAIL - HOAINFO@HGMANAGE.COM

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YOUR ASSOCIATION IS OUR LIFE'S WORK.