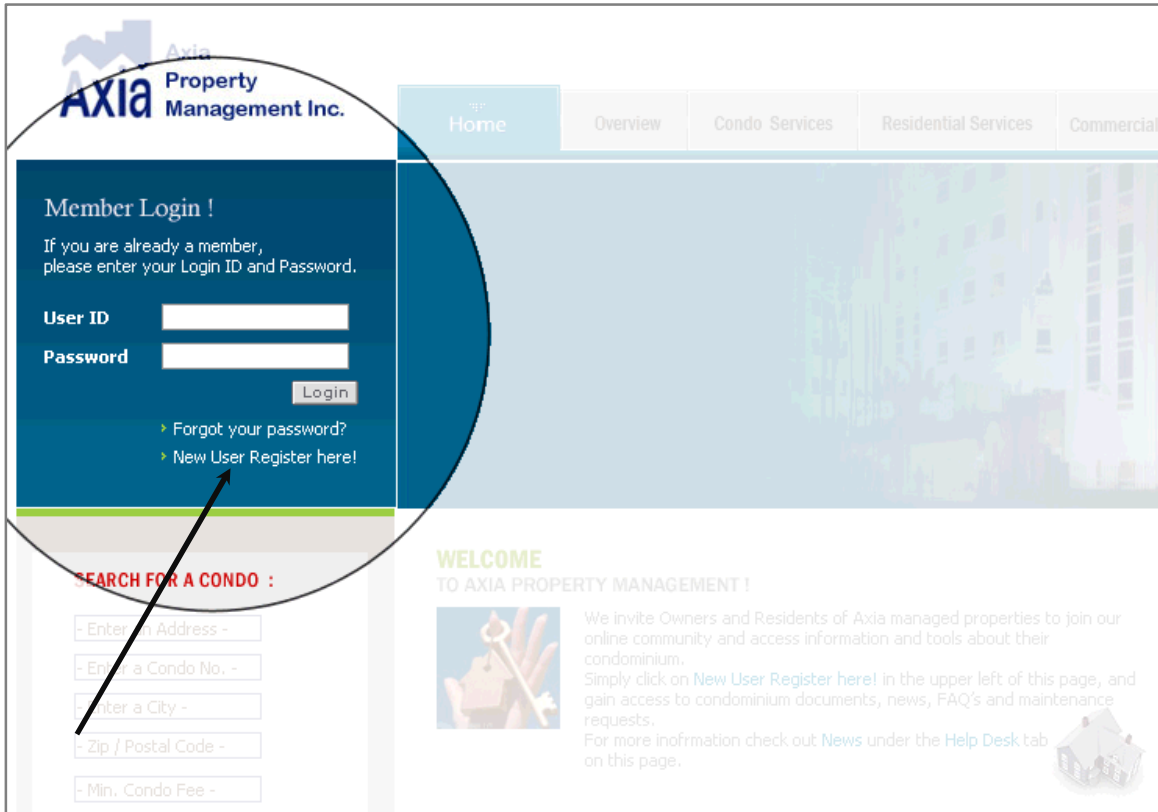


# USER GUIDE

## USER REGISTRATION

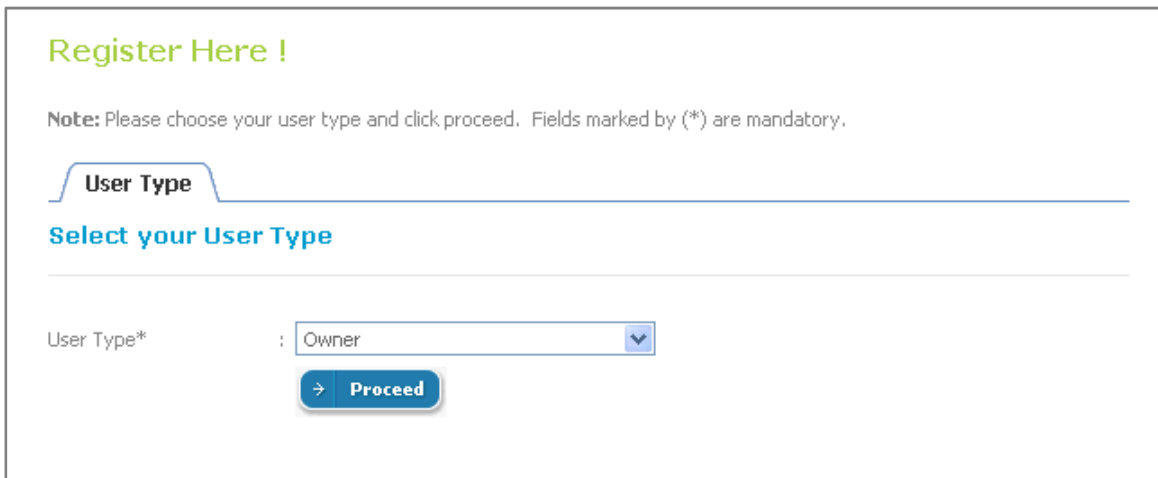
# New User Registration

Figure 1

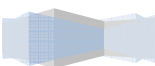


1. Click New User Registration;

Figure 2



2. Select User Type Owner or Tenant;  
(Note: Only one Owner and one Tenant per unit can register.)
3. Click the **Proceed** button;



## Register Here !

**Note:** Please fill following information to register yourself on Axia Management. Fields marked by (\*) are mandatory.

**Personal Information** | Login Information | Property Information

### Personal Information

First Name\* :

Middle Name :

Last Name\* :

Address\* :

Country\* :

State\* :

City\* :

Postal Code\* :  (Enter Postal Code Without Any White Space)

Home Phone :

Office Phone :  Ext:

Mobile :

Fax Number :

Email Address\* :

[→ Next Section](#)

4. Complete first page of registration
5. When complete click the Next Section button

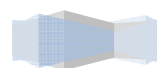


Figure 4

**Register Here !**

**Note:** Please fill following information to register yourself on Axia Management. Fields marked by (\*) are mandatory.

**Personal Information** | **Login Information** | **Property Information**

**Login Information**

User Type\* : Resident Owner

User Name\* :

Password\* :

Confirm Password\* :

**Next Section**

6. Enter your User Name and Password;
7. Click the Next Section button;

Figure 5

**Register Here !**

**Note:** Please fill following information to register yourself on Axia Management. Fields marked by (\*) are mandatory.

**Personal Information** | **Login Information** | **Property Information**

**Property Information**

Property Code / Address\* :

Unit Number\* :

**Add**

Property	Unit
No records to display.	

**Submit**

8. Select your Condominium (Property Code)
  9. Select your Address (Unit Number)
- Note: If you own more than one unit, additional units can be added to your account by the contacting Axia.  
If you cannot find your address, please contact Axia.*
10. Click the **Add** button. Your address should display in the Property box.
  11. Click the Submit button.  
*You will receive an email that your registration is complete.*

