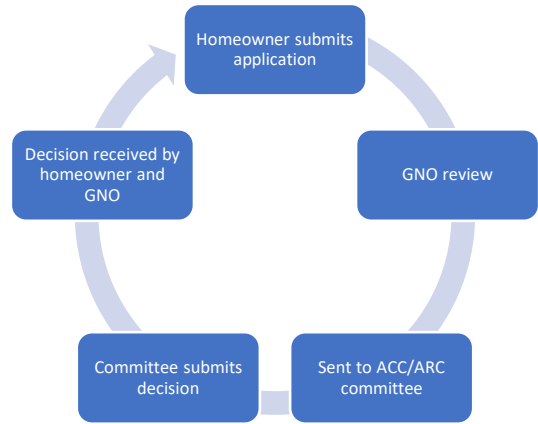


Electronic ACC/ARC Submission Procedure

Electronic ACC/ARC application submission is a streamlined more concise way to submit ACC/ARC Applications. This creates one place for submission, review, comment, and decision. Reducing any potential errors in the process.

Electronic submission allows you the ability to see the decision much sooner. You can login and check the status at your convenience. It truly expedites the process for all involved.

If you have any questions regarding electronic submission please contact customerservice@gnoproperty.com or call (504) 528-7028.



1. Login to Webaxis

a. Click 'Account Info'; 'ACC Requests'

Our website has been designed to help keep you informed so that you can feel at home and in touch with your neighbors. Enjoy our wide range of features which provide you the ability to review your account and communicate with our management company.

Use this site to pay association bills and access official association documents.

Instructions to Pay Dues/Assessments:

1. Find and click the "Pay Assessments" tab on the top blue navigation bar above this text.
2. Scroll, fill out/confirm billing information.
3. Select your payment method of choice. Either "Pay by eCheck" or "Pay by Credit Card"
4. Follow the steps until the end of the process.
5. Finalize the payment.

*Once the payment has been submitted, you will be able to review your account under *Account Info* and see that the payment has been received.

<https://gno.cmcwebaxis.com/npeters/acc-requests/> a confirmation email that the payment was received from the system.

2. Click the blue oval "Add ACC Request".

ACC Requests

A list of previously submitted ACC/ARC Requests are displayed below for your review. To create a new ACC/ARC Request, click the "Add ACC Request" link, enter the required fields, and click "Submit" to submit your request.

[Add ACC Request](#)

| Request Date | Request Type | Status | | | |
|--------------|--------------|--------|--|--|--|
| | | | | | |

No data to display

- 3. Complete the application details, attaching any supporting documentation.**
- 4. Click 'Submit'**
- 5. You will receive a confirmation email that your application has been submitted.**