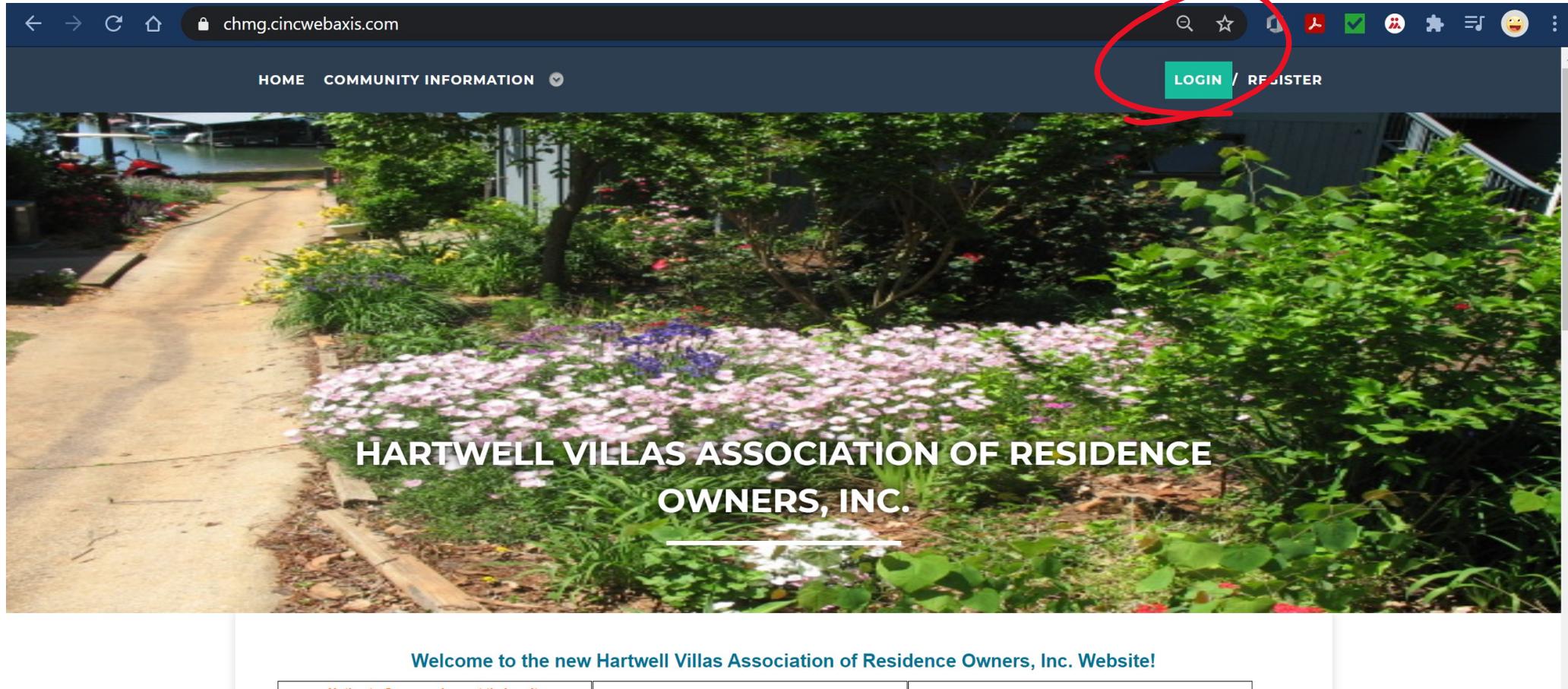


How to Use CAM Website to Upload Your Annual Insurance Declarations

Step by Step instructions to file your annual updated insurance declarations page(s)
by opening a ticket on the Hartwell Villas Community Website

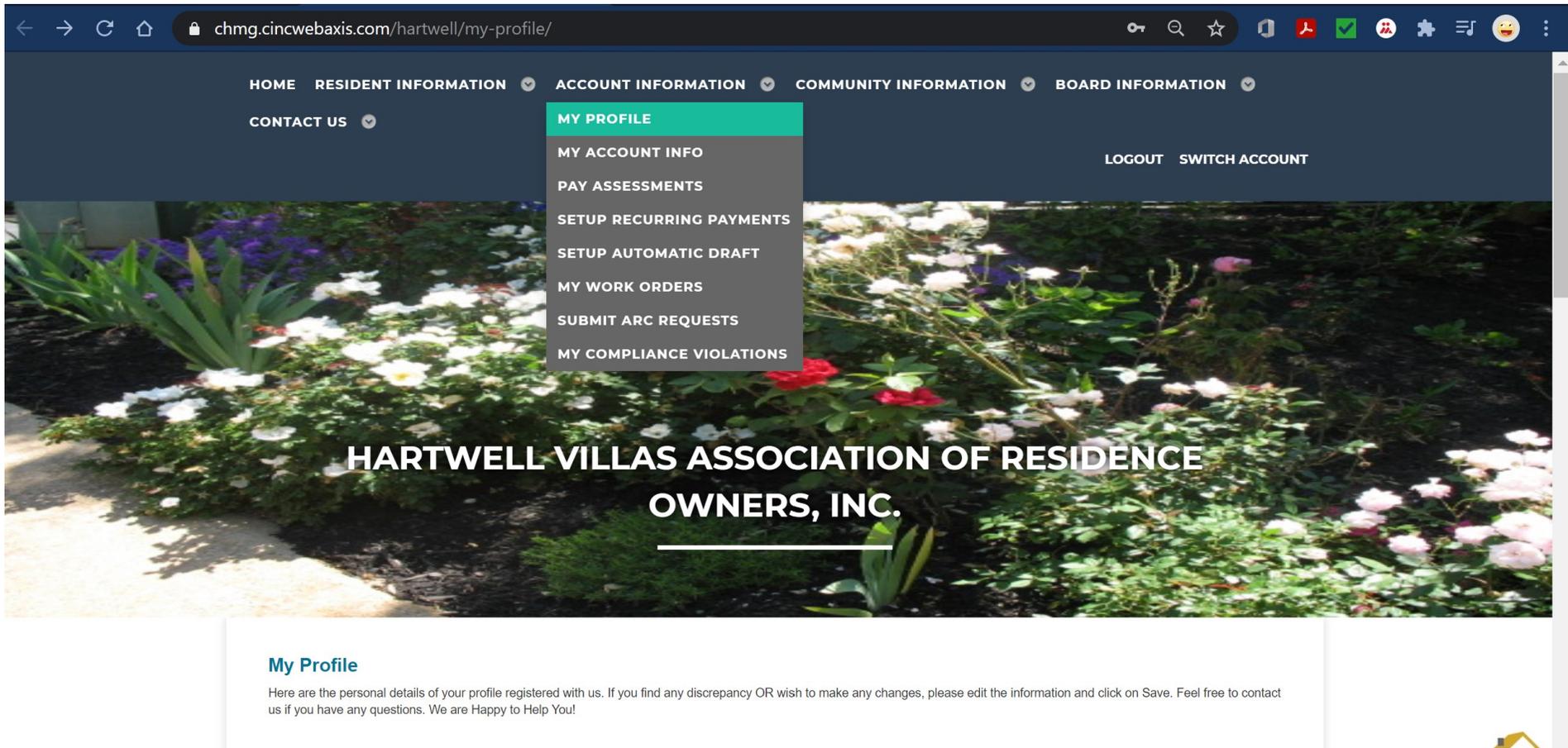
Step 1 – Login to the Community Web Page

Click here to get started: [Community Website](#)



Step 2 – Get Your Profile Information

Hover over ACCOUNT INFORMATION and click on MY PROFILE



← → ↻ 🏠 🔒 chmg.cincwebaxis.com/hartwell/my-profile/ 🔑 🔍 ☆ 🏠 📄 ✅ 👤 ⚙️ 📄 😊 ⋮

HOME RESIDENT INFORMATION ACCOUNT INFORMATION COMMUNITY INFORMATION BOARD INFORMATION CONTACT US

MY PROFILE
MY ACCOUNT INFO
PAY ASSESSMENTS
SETUP RECURRING PAYMENTS
SETUP AUTOMATIC DRAFT
MY WORK ORDERS
SUBMIT ARC REQUESTS
MY COMPLIANCE VIOLATIONS

LOGOUT SWITCH ACCOUNT

HARTWELL VILLAS ASSOCIATION OF RESIDENCE OWNERS, INC.

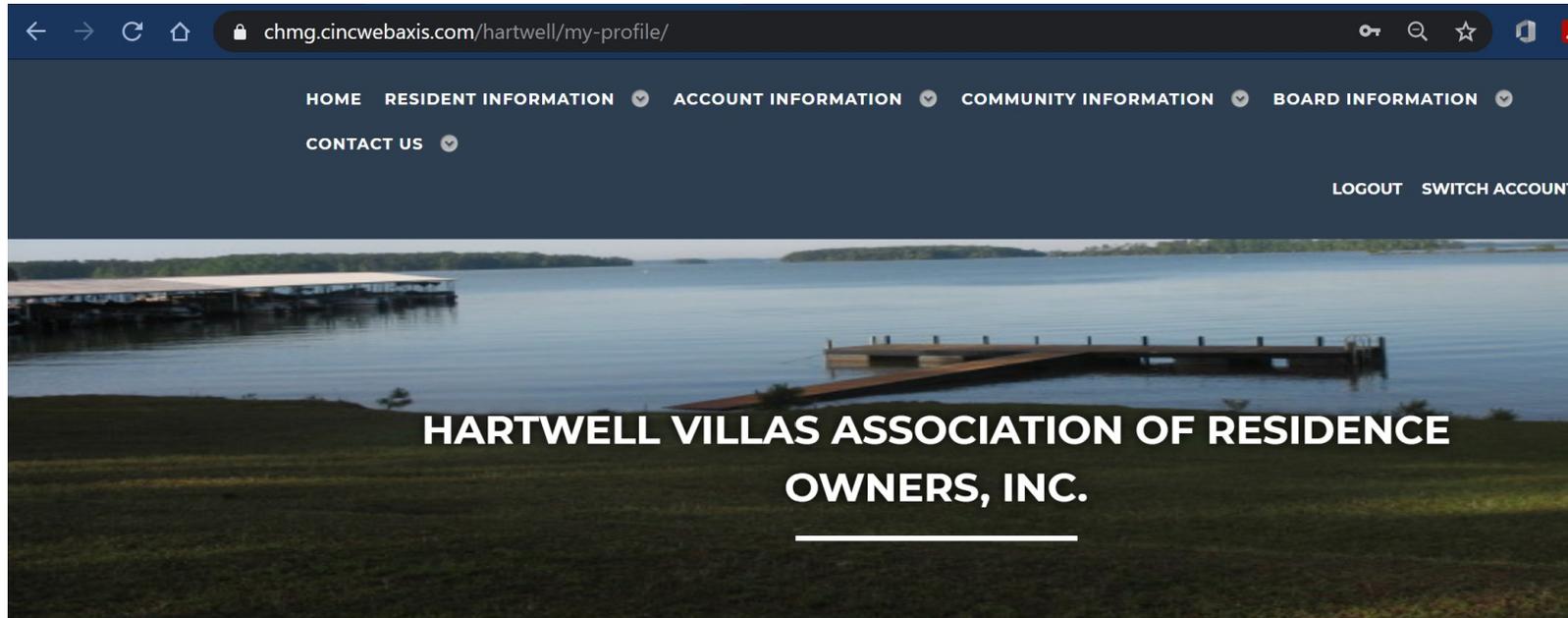
My Profile

Here are the personal details of your profile registered with us. If you find any discrepancy OR wish to make any changes, please edit the information and click on Save. Feel free to contact us if you have any questions. We are Happy to Help You!



Step 3 – Scroll Down

Write down the Account Number and the Property Address of your unit



My Profile

Here are the personal details of your profile registered with us. If you find any discrepancy OR wish to make any changes, please edit the information and click on Save. Feel free to contact us if you have any questions. We are Happy to Help You!

Account Information

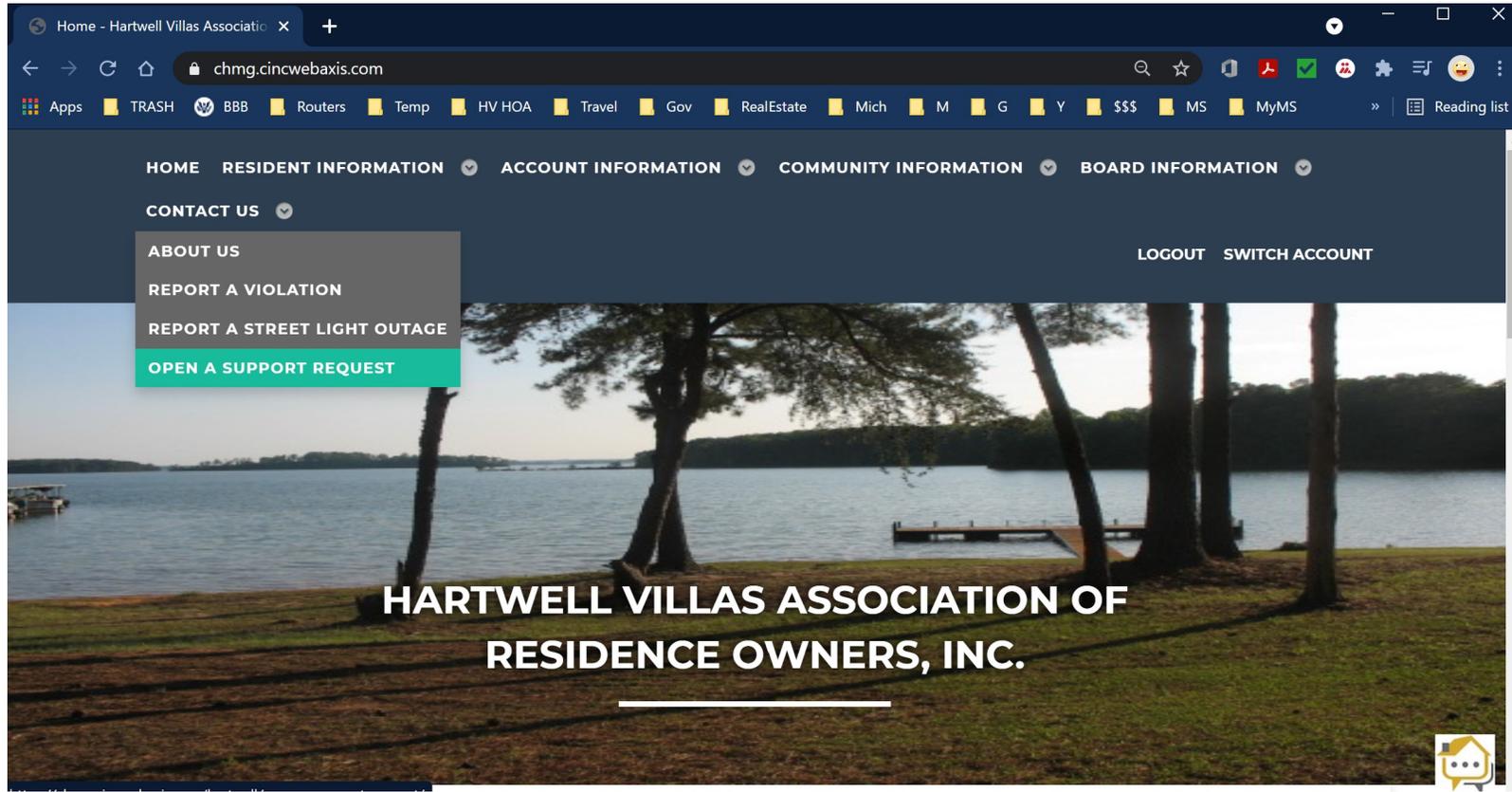
Account Number: HV2A

Property Address: 2 A Hartwell Villas, Anderson, SC 29626

Register an Additional Property

Step 4 – Open a Support Ticket

Hover over **CONTACT US** and click on **OPEN A SUPPORT REQUEST**



Step 5 – Enter Information & Attach Doc(s)

Submit a Support Request

Need assistance? Simply fill out the form below and click "Submit" to create a new support request.



First Name *

Last Name *

Email *

Property Address *

Please enter the street address of your home in the association

Account Number

Please enter your association account number

Subject *

How can we help? *

File Upload

 Drag & Drop (or) [Choose File\(s\)](#)

1. Scroll down on the page and enter all information requested.
2. Drag & Drop or click on Choose File(s) to upload the file that shows your Insurance Declarations for the new period.
3. Once attached, click on **SUBMIT** at the bottom of the page.
4. You will get an email with the date and ticket number to the email registered on your account.

All DONE!

Submit