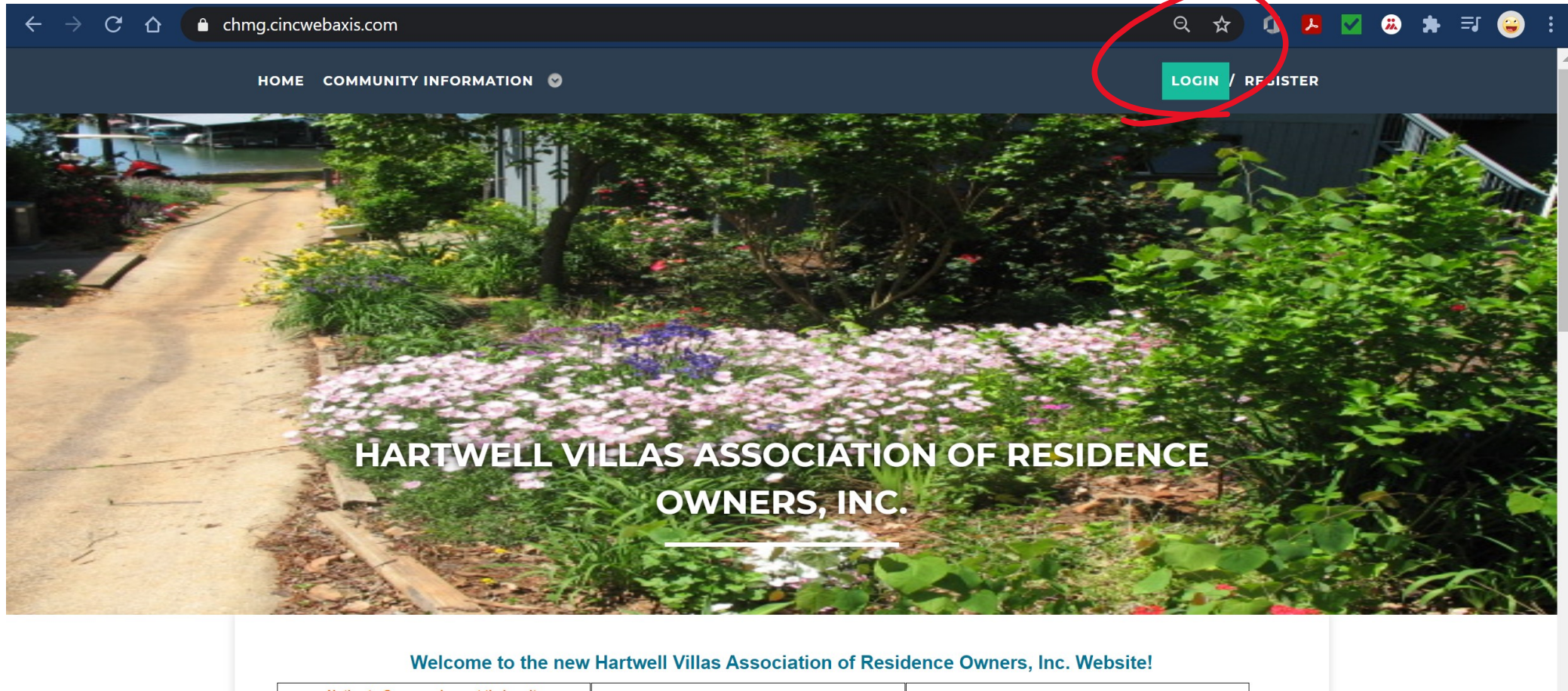


# How to Use CAM Website to Upload Your Annual Insurance Declarations

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

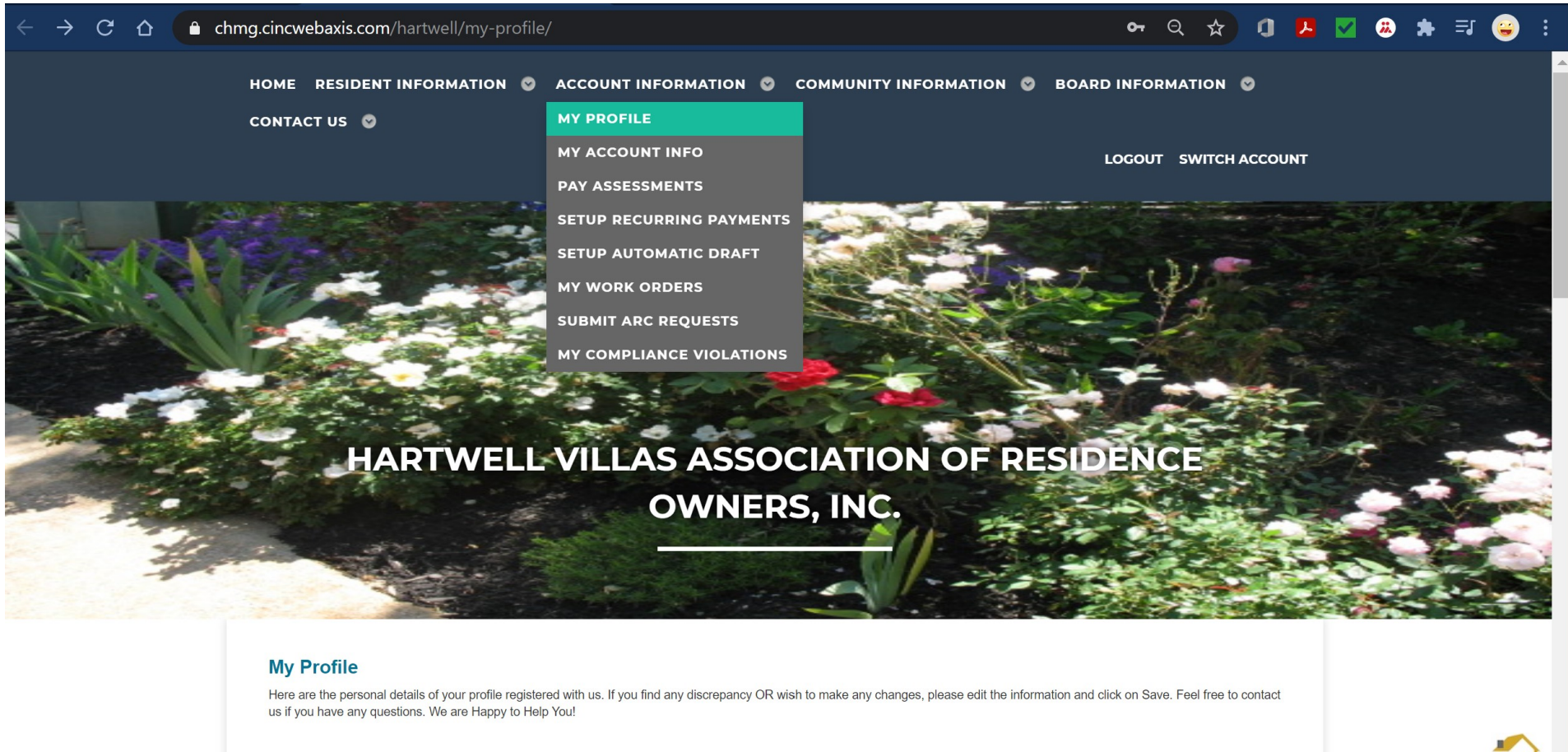
Click here to get started: [Community Website](#)





# Step 2 – Get Your Profile Information

Hover over ACCOUNT INFORMATION and click on MY PROFILE



The screenshot shows a web browser at the URL [chmg.cincwebaxis.com/hartwell/my-profile/](http://chmg.cincwebaxis.com/hartwell/my-profile/). The navigation bar includes links for HOME, RESIDENT INFORMATION, ACCOUNT INFORMATION, COMMUNITY INFORMATION, BOARD INFORMATION, and CONTACT US. The 'ACCOUNT INFORMATION' dropdown menu is open, highlighting 'MY PROFILE'. Other options in the menu include MY ACCOUNT INFO, PAY ASSESSMENTS, SETUP RECURRING PAYMENTS, SETUP AUTOMATIC DRAFT, MY WORK ORDERS, SUBMIT ARC REQUESTS, and MY COMPLIANCE VIOLATIONS. The main banner features a photograph of a garden with white and pink roses, with the text 'HARTWELL VILLAS ASSOCIATION OF RESIDENCE OWNERS, INC.' overlaid. Below the banner, the 'My Profile' section is visible, containing a heading and a paragraph of text.

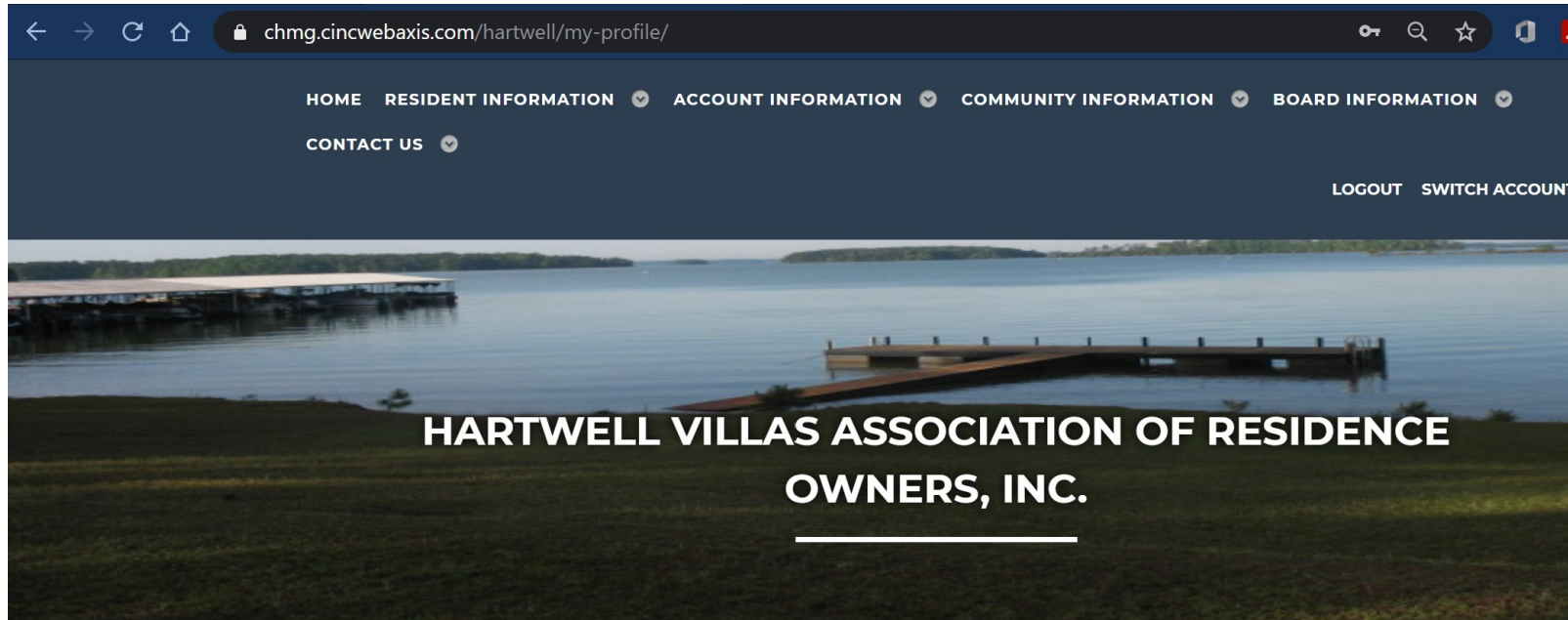
**HARTWELL VILLAS ASSOCIATION OF RESIDENCE OWNERS, INC.**

### 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

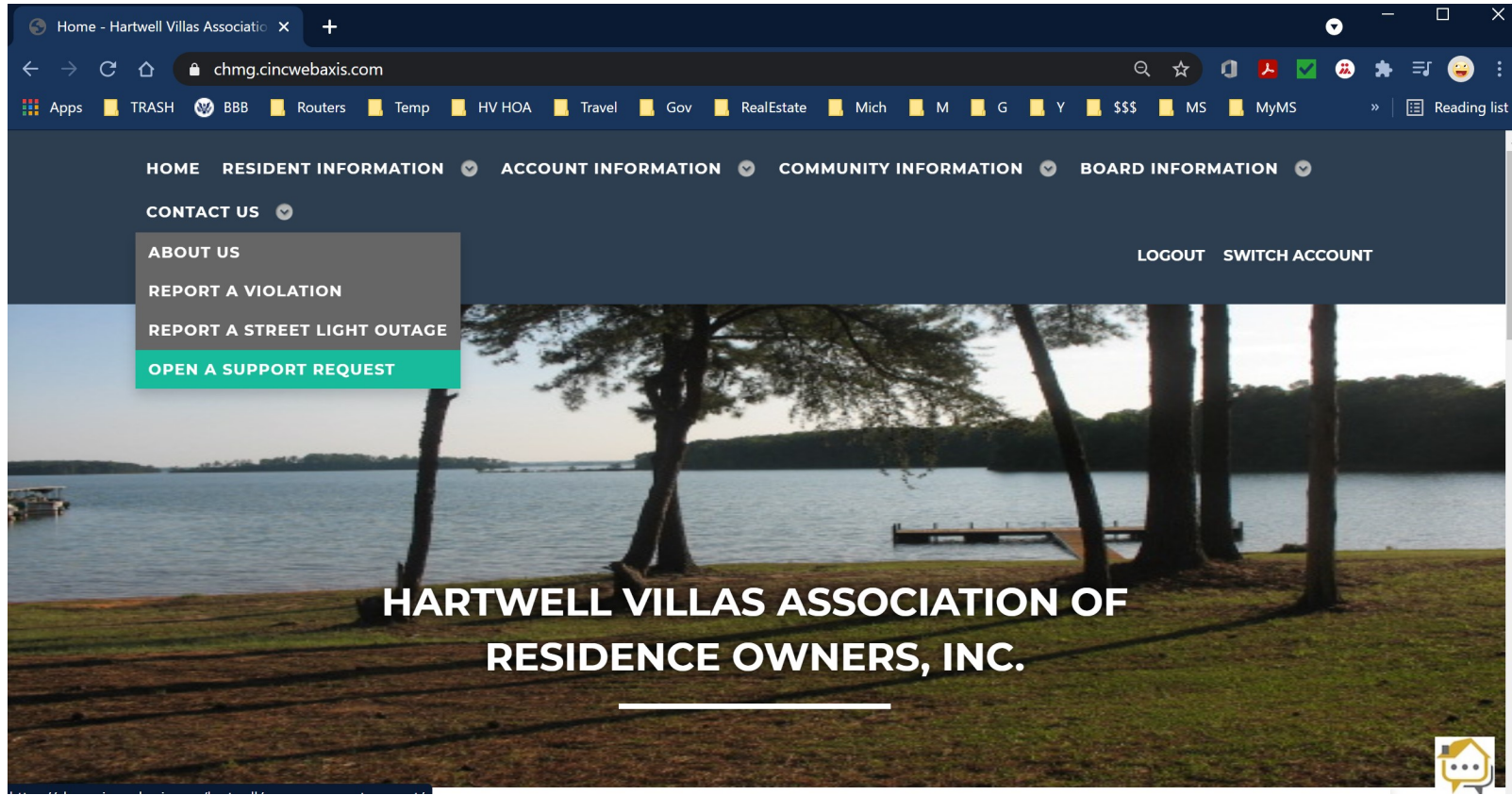
Account Number: HV2A

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)

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 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\(s\)](#)

Submit