# Using the Barkan CINC portal Homeowners’ Directory

The opt-in [Homeowners’ Directory](https://barkan.cincwebaxis.com/cinc/directory/) on the Barkan CINC portal for Baker Square is a much-needed feature. It’s easier to use than the Resident Directory on the Baker Square Condos website, which requires unit owners to submit an email request to be listed.

For one example, the Barkan CINC [Homeowners Directory](https://barkan.cincwebaxis.com/cinc/directory/) will greatly ease communication with unit owners for Heat Pump Preventive Maintenance coordination for the spring and autumn seasons.

## Choose to share your contact information in the directory

To opt in to the directory, specify the contact information you want to share with other Baker Square homeowners from your account profile:

1. Sign In to the Barkan CINC portal, <https://barkan.cincwebaxis.com/> .
2. Go to the **Account Info** menu and select **My Profile**.
3. Click the **Directory** tab to complete and submit the form.  
   The contact information that you specify will be listed in the [Homeowners Directory](https://barkan.cincwebaxis.com/cinc/directory/).

## Using the Opt-in Homeowners Directory

1. Sign In to the Barkan CINC portal, <https://barkan.cincwebaxis.com/>.
2. From the **Community Information** menu, select **Directory** to display the Directory page.
3. In the **Directory** field, select the directory **Opt-in Homeowners** to see the unfiltered list of condo unit owner contact information.
4. Scroll horizontally to see the homeowner’s contact info (email, phone number, or both).
5. Search for a specific person or group of people by filtering the table:   
   You can filter the table by typing text into any one or more of the column headers.  
   For example, to see only Baker Mill information, in the **Unit** column, type **B** and select the condition **Begins with**.  
   Alternatively, filter the list by typing a person's first name or last name or both.