

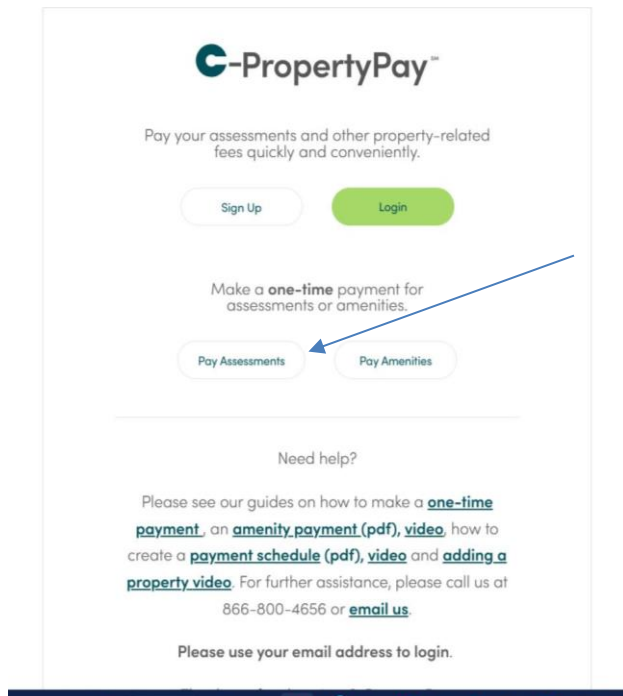
Steps to online banking payment

Pay online @ <https://propertypay.firstcitizens.com/>

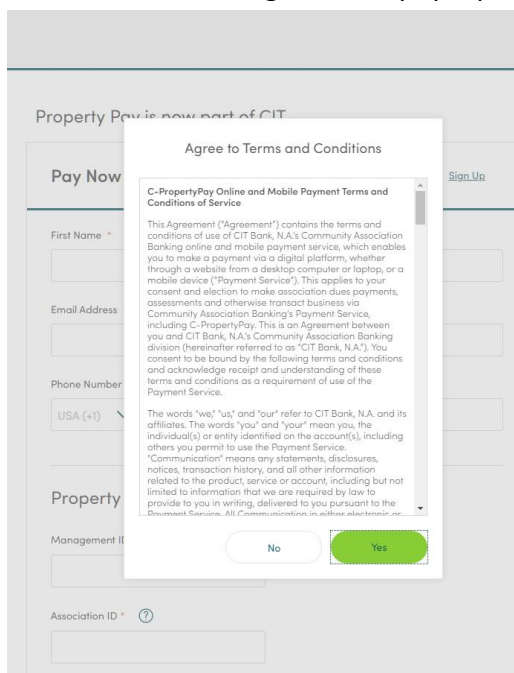
You can set up recurring or a one-time payment.

Checking account payments incur no additional fees. There is a modest fee to use a credit card.

To set up a one-time payment, Select **Pay Assessments** in the middle of the main page (see screen shot below)



Select "Yes" on the agreement pop-up.



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Complete the owner details on the next page;

The screenshot shows a web browser window with the URL propertypay.cit.com/guest/#/guestpayment. The page title is "Pay Now - Confirm Property" with a "Sign Up" link. The form contains the following fields:

- First Name *
- Last Name *
- Email Address *
- Phone Number * (with a dropdown menu set to "USA (+1)")
- Property Details section containing:
 - Management ID * (with a help icon)
 - Association ID * (with a help icon)
 - Property / Account Number * (with a help icon)

Please enter this information into the Property Details description -

Management ID: 3516

Association ID: 000001 (if that doesn't work try six zeros)

Property/Account #: Your 6-digit account # located on your monthly statement. You can obtain from your owners portal or emailing Management at office@villaantiguahoa.org.
