Steps to online banking payment

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

You can set up reoccurring 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)

| | C-PropertyPay ⁻ |
|--------|--|
| Pay | your assessments and other property-related fees quickly and conveniently. |
| | Sign Up Login |
| | Make a one-time payment for assessments or amenities. |
| | Pay Assessments Pay Amenities |
| | Need help? |
| Plea | se see our guides on how to make a <u>one-time</u> |
| paym | nent, an amenity payment (pdf), video, how to |
| create | a payment schedule (pdf), video and adding a |
| proper | rty video. For further assistance, please call us o |
| | 866-800-4656 or <u>email us</u> . |
| | |

Select "Yes" on the agreement pop-up.



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Complete the owner details on the next page;

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| CíT | | |
| | Pay Now - Confirm Property Sign Up | ŕ |
| | First Name * Last Name * | |
| | Email Address * | |
| | Phone Number * USA (+1) | |
| | Property Details | |
| | Association ID * (2) | |
| | Property / Account Number * | |
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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.