COMMUNITY ASSOCIATION BANKING

Payment Schedules with Property Pay

Save time. Easily set up a flexible schedule for community association payments with Property Pay. Payment options include eCheck and card.

Create a payment schedule

- Go to https://propertypay.cit.com/.
- Select the Sign Up button to register.
- Review and agree to the Terms & Conditions by selecting Yes.

Contact details

- Enter your contact information.
- Select the Next button.

Register your property

- Enter the required property information; you can register your account via the property IDs.
- Select Find My Property, Select Register Property, then Continue.

Create an account

- Create an account – enter your name, email address and password.
- Select Create Account.
- Select Continue; for your security, after creating an account, you will be asked to log in using your email address and password.

Wallet and payment details

- Select Make a Payment.
- Select Next to add a payment method to your wallet.
- Select either Add Card or Add Bank Account. Fees may apply.
- Enter your payment information.
- Select Add Card or Add Bank Account.

Create a payment schedule

- Select Make a Payment.
- Select Schedule Payments.
- Enter the schedule details.
- Select Continue button.

Verify payment schedule

- Review your payment schedule summary.
- If you need to make a change, select Back.
- Select Create Schedule.

Next, you will see the Payment Schedule Confirmation, which includes the option to print the confirmation or edit the schedule.

- Select OK to complete your schedule.
- Your payment schedule is viewable on the property page.

Payment tips

- Select the Help icon for more information on what is required for each field.
- The payment summary lists the payment amount, fees, if any, and a total amount paid.

Our customer service team is available to assist users with navigating at 866-800-4656 or servicepropertypay@firstcitizens.com.

Learn more at firstcitizens.com/cab

EQUAL HOUSING LENDER

Member FDIC

COMMUNITY ASSOCIATION BANKING

One-Time Assessment Payments with Property Pay

Making a one-time payment is easier with our online payment option, Property Pay. Payment options include check and card.

Make a payment

- Go to https://propertypay.cit.com/.
- Select the Pay Assessments button.
- Review and agree to the Terms & Conditions by selecting Yes.

Property details

- Enter the required property information.
- Select either Pay by eCheck or Pay by Card. Fees may apply.

Payment details

- Enter your payment information.
- Select the I Agree checkbox in the payment summary.
- Select the Next button to continue.

Verify payment

- Review your payment details.
- If you need to make a change, select Edit to return to payment details or the property section.
- Select Cancel to delete all the information and start over.
- If all the information is correct, select the Submit Payment button.

Next, you will see the Payment Confirmation, which includes:

- Payment confirmation number.
- Email address where the payment confirmation will be sent.
- Option to print or cancel the payment, if needed.

Payment tips

- Select the Help icon for more information on what is required for each field.
- The payment summary lists the payment amount, fees, if any, and a total amount paid.

Payments submitted prior to 9 p.m. ET Monday through Friday, excluding holidays, are processed the same day. Our customer service team is available to assist users with navigating Property Pay at 866-800-4656 or servicepropertypay@firstcitizens.com.

Learn more at firstcitizens.com/cab

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