

Scheduled Payments

Scheduled Payments are automatically processed based on the frequency and start date selected.

- If a payment date falls on a non-business day, such as a weekend or a holiday, the payment will be processed on a prior business day.
- No expiration date is required. Up to 18 future payment dates will list on the payment schedule.
- When an end date is specified, the number of future payments is limited to 18.

Create a Fixed Payment Schedule

Locate the property and select Make a Payment. Then select Schedule Payments.

1. Select a payment method and a frequency from the drop-down menu.
2. Select **Fixed Amount** schedule type and enter a schedule name.
3. Select a start date and then select **No End Date** OR enter number of payments (maximum is 18).
4. You have the option to enter an amount or adjust the default amount if one is listed. The total amount paid will automatically adjust. Click on **Continue**.
5. A Payment Schedule Summary will display for review. Check the Agreement box and click on **Create Schedule** to continue.
6. A confirmation window will appear. Select **OK** to return to the Property home page.

The new schedule is now listed in the Property Details page.

Select the Type of Payment You Want to Make

[Switch to One-Time Payment](#) or [Schedule Payments](#) or [Switch to Amenity Payment](#)

Enter Payment Information

All fields below are required

Payment Method *
Add
First Citizens Bank & Trust Con

Schedule Frequency *
Monthly

Please note: you are making a payment through First Citizens Bank's proprietary ACH payment system.

Schedule Type * ?
Fixed Amount

Start Date * ?
05/24/2023

Schedule Name * ?
Test 2023.4

Select End Date *
No End Date

Enter the Payment Amount

Amount Due: \$350.00

Enter Payment Amount *
350.00

Convenience Fee
\$0.00

Amount to be paid
\$350.00

* Indicates required field

[Cancel](#)
[Continue](#)

Payment Schedule Summary

Property Address	1012 15th St. Phoenix, AZ85001
Schedule Name	Test 2023.4
Schedule Start Date	05/24/2023
Frequency	Monthly
Payment Method	First Citizens Bank & Trust Company (6789)
Schedule Payment Amount	\$350.00

☒ I agree to pay the account balance or total amount due including convenience fees.

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[Create Schedule](#)

Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.