

## One-Time Payment

From the Properties Page, locate the property and click on Make a Payment.

1. Select the type of payment you want to make – **One Time Payment**.
2. Select a Payment Method from the dropdown list or click on **Add** to create a new payment method.
3. Select a payment date from the calendar. Only available payment dates are selectable.
4. You have the option to enter or adjust the amount if one is listed. The Convenience Fees is listed and the Amount to be Paid will automatically update.
5. Click on **Continue**.
6. The Payment Summary screen will appear. Review for accuracy. Check the Terms and Conditions box. Click on **Submit Payment**.
7. A confirmation screen will appear indicating the payment has been submitted along with a confirmation # and an email is sent.
8. Click **OK** to return to the Properties Page.

### Notes:

- Back – takes you back one page.
- Print – print the payment confirmation.
- Cancel Payment – use to cancel the payment just made.

Payment for  
**1012 15th St.**  
Sandy Beach HOA - ABC Management Demo Account

### Select the Type of Payment You Want to Make

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

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### Enter Payment Information

All fields below are required

Payment Method \* Add

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

Payment Date \*

05/24/2023
📅

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

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### Enter the Payment Amount

Amount Due: \$350.00

Amount \*

350.00
x

Convenience Fee \$0.00

Amount to be paid \$350.00

[Cancel](#)

Continue

\* Indicates required field

### Payment Summary

<b>Property Address</b>	1012 15th St. Phoenix, AZ 85001
<b>Payment Method</b>	First Citizens Bank & Trust Company (6789)
<b>Payment Date</b>	05/24/2023
<b>Convenience Fee</b>	\$0.00
<b>Total Amount</b>	\$350.00

I agree to pay the total amount including any fees as shown above.


[Back](#)
Submit Payment

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

### Payment Confirmation

**Thank you**

Your payment for \$350.00 is scheduled to be processed on 05/24/2023.  
You may print this confirmation for your records.



Confirmation #59508285

[Print](#)

OK

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

[Cancel Payment](#)