

How to Make a One Time Payment Through Our Site (NO LOGIN REQUIRED)

1. Go to our website www.crest-management.com
2. Click on **Pay Your Assessment Online**
3. Click on **Make a Payment**

Management ID: 3130

Association ID: _____

Account Number: _____

*** A message will pop up on the screen. It is just a message saying it will be redirecting you to the third-party website to make your payment. **Go ahead and click OK.**

4. Once you are on the **Property Pay First Citizens** bank site; **To make a one-time payment, click PAY ASSESSMENTS**

***A message will pop up on the screen. Once you've read the Terms & conditions, you may click **YES**

5. Fill out the form details (First, Last Name, Email Address and Phone Number)
6. Next fill the Property Details (Management ID, Association ID and Account Number) You can find the Property Details at the top of your statement. If you do not have a statement, email us at info@crest-management.com so we can provide you with your property details.
7. Once the form is filled out, you may click **Pay By Card** or **Pay by eCheck**

Please note by making a payment online, you would need to pay the banking service fees for processing.

2.95% with Credit or Debit Card

\$2.25 with eCheck

For paying with eCheck, you need to provided the routing and account numbers found at the bottom of your checks. If you do not have checks, your banking app should provide those numbers.

To avoid banking service fees, you are welcome to come in person during office hours or mail in your payment to the address provided below:

17171 Park Row Suite 310

Houston TX 77084

OPEN Monday thru Friday 8:30 am – 5 pm (Closed 12 pm – 1 pm Fridays)

Dropbox available outside our door

P.O. BOX 52313

Phoenix AZ 85072