

ONLINE PAYMENT INSTRUCTIONS



Briar Lake homeowners can set up online payment options to pay for the quarterly Unit Owner Association fees.

HOW DOES IT WORK?

You can choose to make a one-time payment or set up recurring payments. You may do so by using the eCheck option or by using the credit card option (a 2.95% convenience fee applies with every card transaction.) We recommend having your coupon book or statement handy so that you have your account number available. Payments made before 6:00 p.m. EST Monday – Friday will be posted on the same day unless it is a holiday. Payments made on the weekend or a holiday will be posted on the next business day.

TO CREATE A PAYMENT SCHEDULE ONLINE (for use with a computer or tablet)

- Visit propertypay.firstcitizens.com (Do NOT use “www.” in the web address.) *Note: All payments are absolutely free if set up via eCheck.*
- Select Sign up to register
- Create an account –Please keep record of your Username and Password.
- After creating an account, you will be asked to log in using your new username and password
- Enter the required property information
 - Management ID: 8041
 - Association ID: 021
 - Account Number: located on your payment coupon or statement
- Enter the required payment information
- Enter the details for your payment schedule – choose your start and end dates (or no end date)

OR CREATE A PAYMENT SCHEDULE IN THE PROPERTY PAY APP(for use with a mobile device)

- Download the app from Google Play or the App store – search for Property Pay. *Note: a fee is charged by the bank - *\$1.95 per payment**
- Select Sign up to register. Please keep record of your Username and Password.
- Enter the required property information OR capture property details using your mobile device’s camera
- Enter the required payment information OR capture check details using your mobile device’s camera
- Enter the details for your payment schedule
- Follow the instructions using the required property information listed above.

Note: if you own more than one property in an Association or in multiple Associations, you must set up separate transactions for each unit; otherwise, payments will not be posted properly and may result in one account being overpaid while another remains unpaid. Follow instructions for Add Property.

To Add Property

- From the Properties home page, scroll down and click on Add Property
- Enter the property information using either the Property Address or Account Number provided on the statement or coupon.
- Click on Find My Property to continue.
- Verify property information is correct and click on Register Property.
- A confirmation screen may appear, and you will be returned to the Properties page. The new property is now listed.

YOUR BANK'S ONLINE BILL-PAY

HOW DOES IT WORK?

Set up your HOA as a payee with your bank's online banking bill-pay.

- Sign into your online banking account. You may be required to set up bill paying separate from other online banking.
- When this is established, enter the payee information.:
Payee: Briar Lake
Address c/o Horst Management Services
PO Box 60545
Phoenix AZ 85082-0545
- Account Number/Reference Number: Please include your UOA account number in the notes/memo section. Your UOA account number is listed on your coupon book or statement.

***Please note: if you own more than one property in an Association or in multiple Associations, you must set up separate transactions for each unit; otherwise, payments will not be posted properly and may result in one account being overpaid while another remains unpaid.*

FOR ACCOUNT QUESTIONS, PLEASE CONTACT:

Accounts Receivable Specialist: Cristie Neal

Office Phone: 717-581-9834

Email Address: cneal@horstgroup.com