

Hello,

We offer 5 different payment options for your assessment payment:

**Coupon Book -**

Using your pre-printed coupon book and sending a check made payable to your Association name along with your payment coupon to the Arizona payment processing address: PO Box 67570, Phoenix, AZ 85082-7570.

**Auto Debit -**

Joining the direct debit program by filling out the attached ACH authorization form and sending it back to our office along with a voided check. This can be done via mail or email

**Resident Portal -**

Go online through your portal at McGill.appfolio.com, to make an online payment from your bank to the association's bank. You have an option to make a one-time payment or set up re-occurring payments. (debit/credit cards there is a processing fee – debit \$9.99 per transaction – Credit card 3.49% of the total amount) at this time the resident port via appfolio does not charge for echecks (but there maybe a charge starting January 2024 of 2.99 per transaction)

**First Citizen Bank-**

McGill Management has set up another option to pay via echeck without any potential charge (debit and credit card payments there still is a charge) . Please see the attached Online Payment instructions for more information. The link is -

<https://propertypay.firstcitizens.com/>

This is the account information needed to sign up for your account –

Management ID: 6076

Association ID: (*different for each community- managers and or admins need to look this up before sending*)

Individual/Account ID: (owners need to contact management for individual account ID)

**Payments via personal bank account -**

Some banks allow you to set up your assessment payment via your own personal online bank. You would just set up the association as a payee (just like you would for your other bills – electric, cable, credit cards, car payment etc...), when making this payment, please ensure that your account number is listed for accurate deposits.

**Preauthorized Electronic  
Assessment Payment  
Services Agreement and  
Disclosure Statement**

**for Electronic Payments of  
HOA Assessments**

**What:**

McGill Management, Inc., through Community Association Banc, offers Association homeowners an opportunity to pay their regular Association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for past due payments. In addition, the Association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank.

**How:**

The Preauthorized Electronic Assessment Payment Service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from homeowner checking/savings accounts directly into the Association's bank account. Funds are transferred between the 3<sup>rd</sup> and 5<sup>th</sup> day of the month and appear on the homeowner's bank statement each month. Information regarding payments is reported to the Association's management or bookkeeping company on the same day funds are deposited to the Association's account.

If you have questions or need further information, please contact McGill Management, Inc. at 847-259-1331 or via e-mail at office@mcgillmanagement.com.

**To Enroll:**

Read, complete, and sign the Preauthorized Electronic Assessment Payment Services Authorization Card. Attach a voided check or deposit ticket to the authorization card and mail both to:

McGill Management, Inc.  
1314 N. Rand Rd.  
Arlington Heights, IL 60004

**Preauthorized Electronic Assessment Payment  
Services Authorization (please print)**

\_\_\_\_\_  
Association Name

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
Email Address

I (we) hereby authorize McGill Management, Inc., hereinafter referred to as MANAGER, as agent for the Association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

\_\_\_\_\_  
Depository Name

This authority is granted in accordance with the terms and conditions of the MANAGER'S Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

\_\_\_\_\_  
Signature (Required)                                      Date

\_\_\_\_\_  
Signature (Required)                                      Date

Attach a voided check with this agreement and mail to: **McGill Management, Inc.**  
**1314 N. Rand Rd., Arlington Heights, IL 60004**

Authorization must be received by the 15<sup>th</sup> day of the current month for processing to start the following month.

# APPFOLIO

## ACTIVATE YOUR ONLINE HOMEOWNER ACCOUNT

McGill Management, Inc. is powered by AppFolio, an online management service provider, that provides all our owners direct online portal access. AppFolio's online features is designed to provide you easy access to all key information regarding your community. You can access your portal, anytime, anywhere, from either your computer browser or mobile app. This access will provide and allow you to:

- **Home Page** - Displays important information such as account balance and maintenance requests.
- **Payments** - Submit one-time payments, set up auto payments, edit or delete auto payments, or view an Account Ledger.
- **Shared Documents** - View pertinent community documents.
- **Compliance** - Submit architectural requests online.
- **Account Profile** – Change setting including login credentials, contact phone number, add your name, and address to a community directory.

You may visit [mcgill.appfolio.com/connect](https://mcgill.appfolio.com/connect) and click Request Access to the Portal at the bottom.

**Few key tips!** Register through your Web Browser first and not the Mobile App. AppFolio does not support Internet Explorer. Please use either Safari (version 12 and up), Google Chrome, or Mozilla Firefox to access your portal.

Once you have registered, you may download the Mobile App via the Orange App not Blue App. One of our many functions is to collect the association assessments. Should you need to make a payment we have the following options available to you:

- Online through your portal at <https://mcgill.appfolio.com/>
- Online through the bank at <https://propertypay.cit.com/>
- Via Check - Please make the assessment check payable to your association name and your check should be mailed to McGill Management, P.O. Box 67570, Phoenix, Arizona 85082-7570.



# Property Pay

Pay your assessments and other property-related fees quickly and conveniently.

[Sign Up](#)

[Login](#)

Make a **one-time** payment for assessments or amenities.

[Pay Assessments](#)

[Pay Amenities](#)

---

**Welcome to First Citizens Bank.**

Property Pay may look different, but the functionality you rely on is the same. Your login credentials have not changed.

Need help?

# Sign Up

## Agree to Terms and Conditions

First Name \*

Email Address

Phone Number

Yes, I'd like to receive periodic emails from First-Citizens Bank to help me understand my account better.

Agree to Terms and Conditions

### Property Pay Online and Mobile Payment Terms and Conditions of Service

This Agreement ("Agreement") contains the terms and conditions of use of First-Citizens Bank & Trust Company's (hereinafter referred to as "First Citizens Bank") Community Association Banking online and mobile payment service, which enables you to make a payment via a digital platform, whether through a website from a desktop computer or laptop, or a mobile device ("Payment Service"). This applies to your consent and election to make association dues payments, assessments and otherwise transact business via Community Association Banking's Payment Service, including Property Pay. This is an Agreement between you and First-Citizens Bank Community Association Banking division. You consent to be bound by the following terms and conditions and acknowledge receipt and understanding of these terms and conditions as a requirement of use of the Payment Service.

The words "we," "us," and "our" refer to First-Citizens Bank, and its affiliates. The words "you" and "your" mean you, the individual(s) or entity identified on the account(s), including others you permit to use the Payment Service. "Communication" means any statements, disclosures, notices, transaction history, and all other information related to the product, service or account, including but not limited

No

Yes

Cancel

Next

\*Indicates required field

## Sign Up - Please Enter the Following Information

First Name \*

Last Name \*

Email Address \*

Phone Number \*

- Yes, I'd like to stay in touch with First Citizens Bank and agree to receive periodic email updates and offers. I understand I can unsubscribe at any time.

Once completed with filling in above information click next

[Cancel](#)

Next

\* Indicates required field

Enter Property IDs

Management ID \* 

Management ID is 6076

Association ID \* 

Association ID is specific to each association  
You can find this on the association  
dashboard - under description "Lockbox" Id  
(or within an owners statement

Property / Account Number \* 

This is specific to each owner - can be found  
within the owners statement or within the owners  
dashboard under status -lockbox id #

Address Line 1 \*

Unit #

If the owner Lockbox ID is correct - most of the below should auto populate.

Address Line 2

City \*

State \*

Zip Code \*

Property Nickname \*

this would be the final screen - once an owner reaches this screen - they should be able to fill out there own banking information - (once they click on make payment or add a scheduled payment - For owners who own multiple properties have them click below where it states add property.

**1504 Woodbridge Road Unit 2B** ▼

---

**WOODLAWN TERRACE IMPROVEMENT ASSOCIATION**  
 Managed by 6076 MCGILL MANAGEMENT

---

**1504 Woodbridge Road Unit 2B** > **Make a Payment**

Questions about your account? Contact your [management company](#).

---

**Scheduled Payments** **Add a Schedule**

You have no scheduled payments.

---

**Payment History**

You have no payment history.

**Add Property**