



COMMUNITY ASSOCIATION BANKING

Payment Schedules with Property Pay

Save time. Easily set up a flexible schedule for community association payments with Property Pay. Payment options include eCheck and card.

Create a payment schedule

- Go to <https://propertypay.firstcitizens.com>.
- Select the Sign Up button to register.
- Review and agree to the Terms & Conditions by selecting Yes.

Contact details

- Enter your contact information.
- Select the Next button.

Register your property

- Enter the required property information; you can register your account via the property IDs.
- Select Find My Property, Select Register Property, then Continue.

Create an account

- Create an account – enter your name, email address and password.
- Select Create Account.
- Select Continue; for your security, after creating an account, you will be asked to log in using your email address and password.

Wallet and payment details

- Select Make a Payment.
- Select Next to add a payment method to your wallet.
- Select either Add Card or Add Bank Account. Fees may apply.
- Enter your payment information.
- Select Add Card or Add Bank Account.

Create a payment schedule

- Select Make a Payment.
- Select Schedule Payments.
- Enter the schedule details.
- Select Continue button.

Verify payment schedule

- Review your payment schedule summary.
- If you need to make a change, select Back.
- Select Create Schedule.

Next, you will see the Payment Schedule Confirmation, which includes the option to print the confirmation or edit the schedule.

- Select OK to complete your schedule.
- Your payment schedule is viewable on the property page.

Payment tips

- Select the Help icon for more information on what is required for each field.
- The payment summary lists the payment amount, fees, if any, and a total amount paid.

Our customer service team is available to assist users with navigating at 866-800-4656 or servicepropertypay@firstcitizens.com.

Learn more at firstcitizens.com/cab