



A Division of
First Citizens Bank



Payment Schedules with C-PropertyPay

Save time. Easily set up a flexible schedule for community association payments with C-PropertyPay.

Payment options include eCheck, Visa®, Mastercard®, Discover® and American Express®.

Create a payment schedule

- Go to <https://propertypay.cit.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
- 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:

- 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, convenience fees, if any, and a total amount paid

Our customer service team is available to assist users with navigating C-PropertyPay at [866.800.4656](tel:866.800.4656) or servicec-propertypay@cit.com

Learn more at cit.com/CAB

C-PropertyPay™