

Safe, simple solutions 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 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

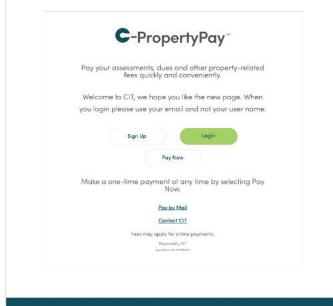
Payment tips

- 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 or servicec-propertypay@cit.com

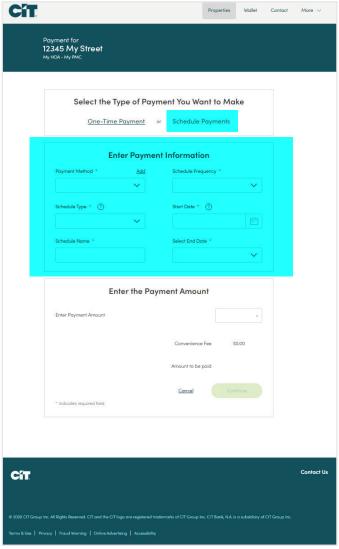














Payments made easier with C-PropertyPay.



Making a one-time payment is easier with our online payment option, C-PropertyPay.

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

Make a payment

- Go to propertypay.cit.com
- Select the Pay Now button
- Review and agree to the Terms & Conditions by selecting Yes

Property details

- Enter the required property information
- Select either Pay by eCheck or Pay by Card

Payment details

- Enter your payment information
- Select the I Agree checkbox in the payment summary
- Select the Next button to continue

Verify payment

- Review your payment details
 - If you need to make a change, select edit to return to payment details or the property section
 - Select cancel to delete all the information and start over
- If all the information is correct, select the Submit Payment button

Next, you will see the Payment Confirmation, which includes:

- Payment confirmation number
- Email address where the payment confirmation will be sent
- Option to print or cancel the payment, if needed

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

Payments submitted prior to 8:00 p.m. CT Monday through Friday, excluding holidays, are processed the same day. Our customer service team is available to assist users with navigating C-PropertyPay at 866.800.4656 or servicec-propertypay@cit.com



