

Important Payment Information

5 easy ways to pay your fees!

1- Preauthorized electronic funds transfer agreement (Direct Debit/EFT).

This is the preferred method of payment because it ensures prompt payment of the correct amount, even when the budget changes. The management office will manage this service. There are no mailing costs or other charges for this form of payment. If you would like to enroll in this form of payment, please complete the enclosed EFT form or visit www.epmweb.net.

2- Personal check.

Place your check and coupon in the envelope, put on a stamp and drop it in the mailbox. Please allow an extra day or two for the mail to be received at the lockbox. All checks should be mailed to the bank reflecting your community's name, c/o Executive Property Management, P.O. Box 64148, Phoenix, AZ 85082- 4148.

3- Online banking (Please allow for at least 7 business days or more for check to be delivered).

Choosing this method requires you to instruct your bank to send the payment to P.O. Box 64148, Phoenix, AZ 85082-4148. You must also include the account number on the check which can be found at the top of the coupon.

4&5- E-check or Credit/Debit Card (from First Citizen Bank's Property Pay website).

****A new user ID and Password is required to create an account in PropertyPay to submit recurring payments. You may also make a one-time payment at any time without creating a new account by selecting 'Pay Now'****

- 1. Go to <https://propertypay.firstcitizens.com/>**
- 2. Choose Sign up, Login, or make a one-time payment by selecting 'Pay Assessments'**
- 3. Please select 'Yes' when prompted to Agree to the Terms and Conditions.**
- 4. Enter the required information.**
- 5. When asked for the:**
 - a. Management ID: 8026 ('Executive Property Management' should populate)**
 - b. Association ID: (2nd group of numbers, excluding zeroes at bottom of coupon or call EPM. - Your community name should populate)**
 - c. Property/Account Number: (see top of coupon or call our office)**
- 6. Select your method of payment:**
 - a. Pay by e-Check. (Free service, checking accounts only at this time)**
 - b. Pay by Card. (Credit or Debit Card - Bank fee applies)**
- 7. Enter required information and submit your payment.**

Note: If payment is made from First Citizen Bank before 8pm on a business day, the payment should be applied to your account the next business day. It may take a few days to show up on your bank statement.