

# MOUNTAIN PARK RANCH HOA

## ONLINE PAYMENT INSTRUCTIONS

### Pay Online with E-Check or Credit/Debit Card

Go to [www.mtparkranch.org](http://www.mtparkranch.org), click on Pay Your HOA Dues Online (top left) then click on Pay Your Dues Online. This brings you to our bank (First Citizen's Bank) website link which is: <https://propertypay.firstcitizens.com>, then choose one of the following options:

- Scheduled Recurring ACH - no fee
- One-Time ACH - \$2.25 per transaction
- Credit or Debit Card - There is a 2.95% processing fee for each transaction. This means that if you set up recurring payments for every six months, you will be charged each time.

For first time set up, you will need the following information:

- Management ID - 1023
- Association ID - 000MPR (zeros)
- HOA Account Number (see statement/coupon) - 15 characters long, dash must be included

Examples:

0000000000XX-XXX (preceded by 10 zeros)

OR

00000000056-XXXX (preceded by 9 zeros)

If you experience difficulty during set up or require a password reset, please call Customer Service at 866-800-4656 option 3.