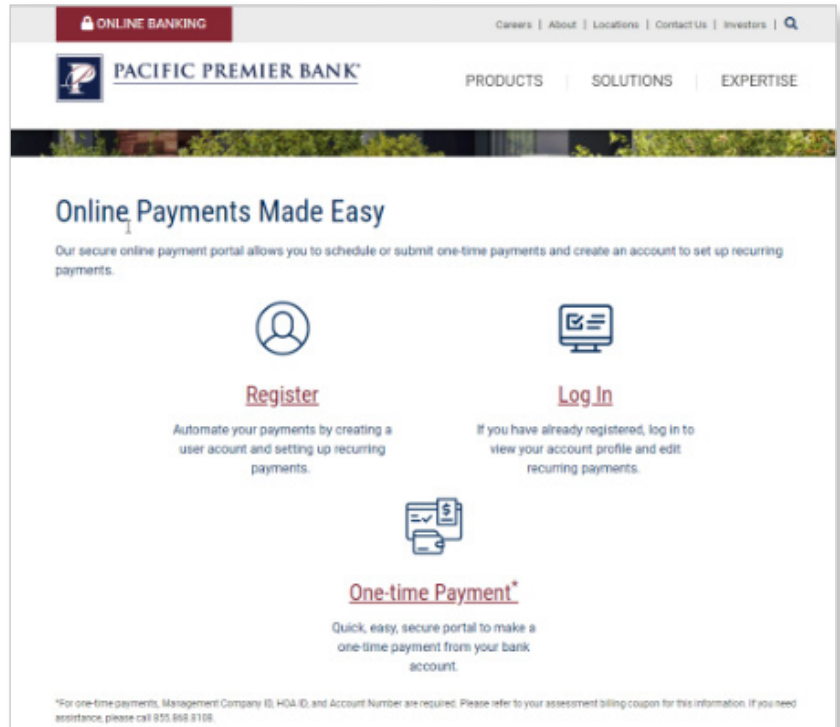


Premier Property Pay – New User Registration

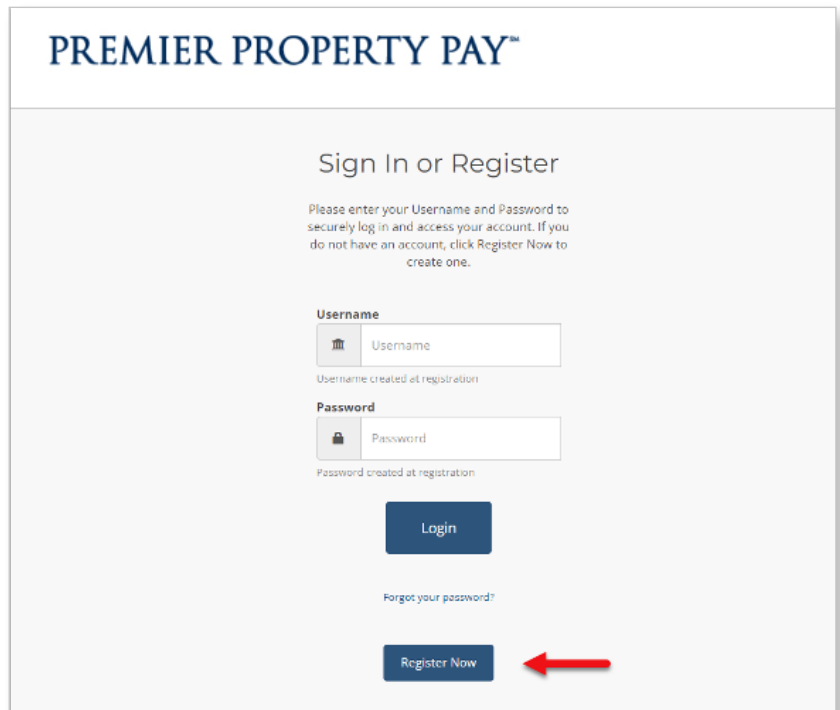
Premier Property Pay is a user-friendly online portal for homeowners to make HOA payments.

1. For homeowners to register for the payment portal, they need to visit ppbi.com/PropertyPay




2. Once on the Sign In page, click on the **Register Now** button located at the bottom of the page.

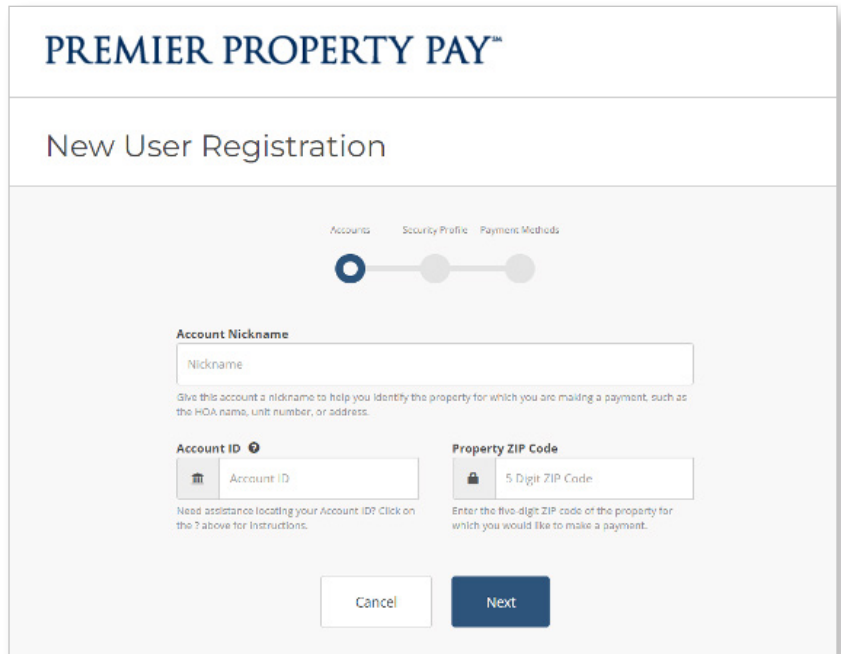
Note: To register, the homeowner or payer will need the Lockbox Management Company ID for your Company, along with the HOA ID from your accounting software and their homeowner account number. This information is typically provided in the scanline of coupons and statements sent for billing.



Premier Property Pay – New User Registration (continued)

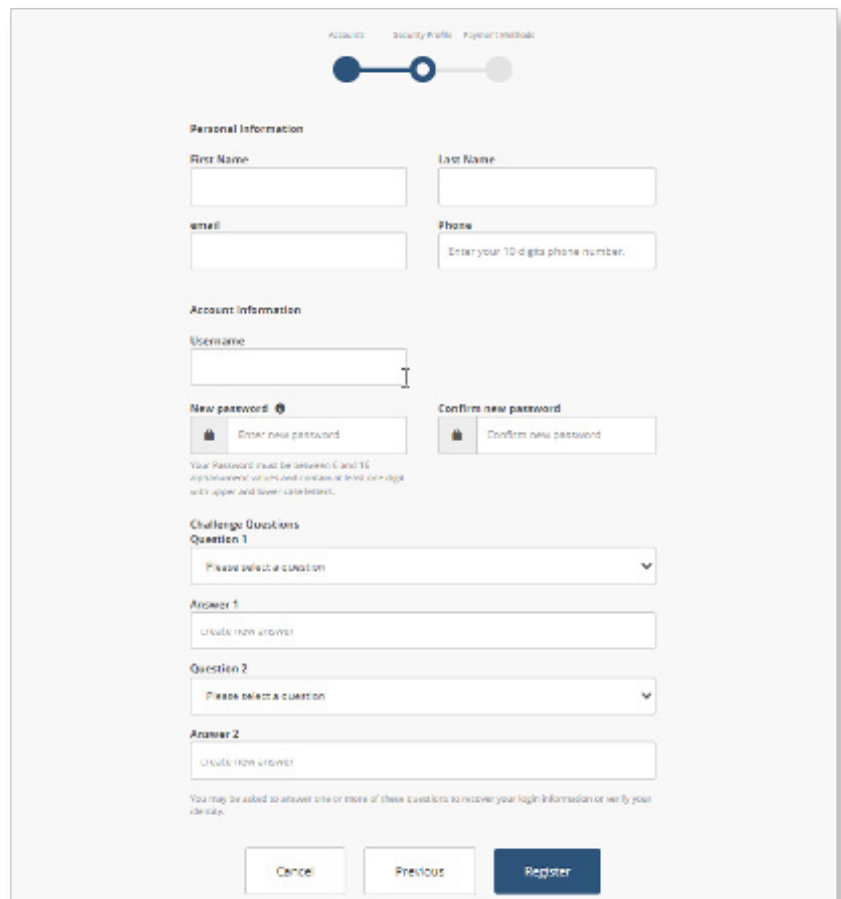
- The homeowner should complete the three fields on the first New User Registration page and click **Next**.

Note: The Account ID used to register is the Lockbox Management Company ID for your Company, along with the HOA ID from your accounting software and their homeowner account number. This information is typically provided in the scanline of coupons and statements sent for billing. There is a visual aid to assist in identifying this information by clicking on the .



The screenshot shows the 'PREMIER PROPERTY PAY™' logo at the top. Below it is the title 'New User Registration'. A progress bar at the top indicates three steps: 'Accounts' (selected), 'Security Profile', and 'Payment Methods'. The 'Accounts' section contains three input fields: 'Account Nickname' (with a 'Nickname' placeholder), 'Account ID' (with an 'Account ID' placeholder and a help icon), and 'Property ZIP Code' (with a '5 Digit ZIP Code' placeholder). Below the 'Account ID' field is a note: 'Need assistance locating your Account ID? Click on the ? above for instructions.' Below the 'Property ZIP Code' field is a note: 'Enter the five-digit ZIP code of the property for which you would like to make a payment.' At the bottom are 'Cancel' and 'Next' buttons.

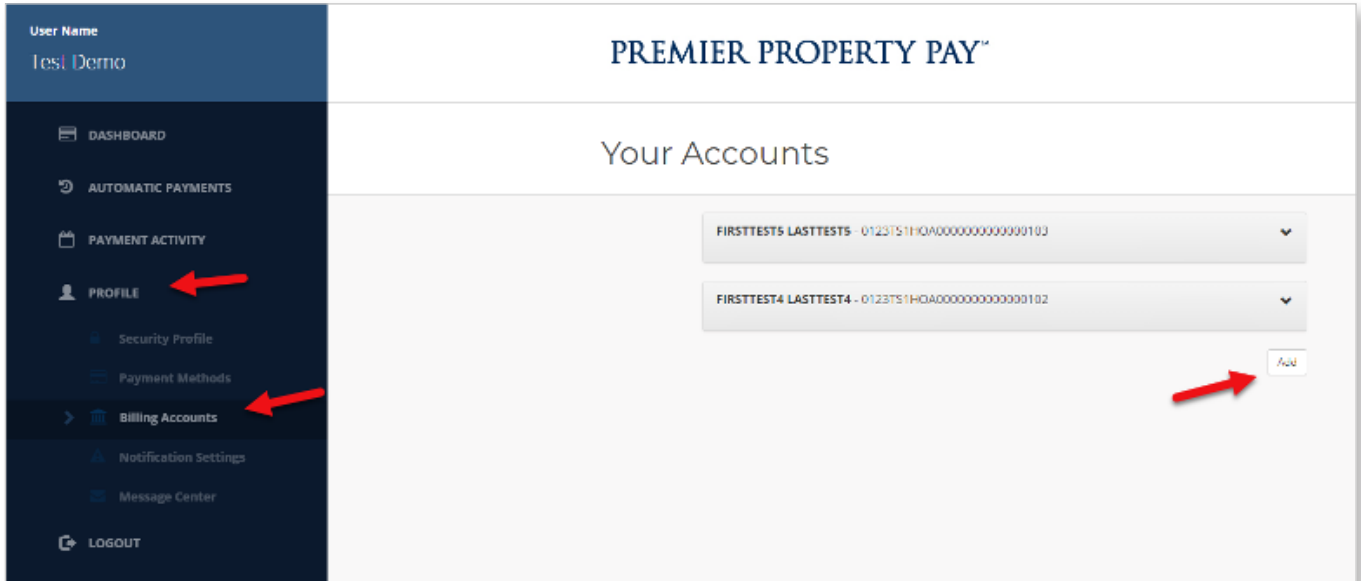
- The last steps for New User Registration are to provide contact information; create a username and password; and answer the challenge questions, then click on **Register**.



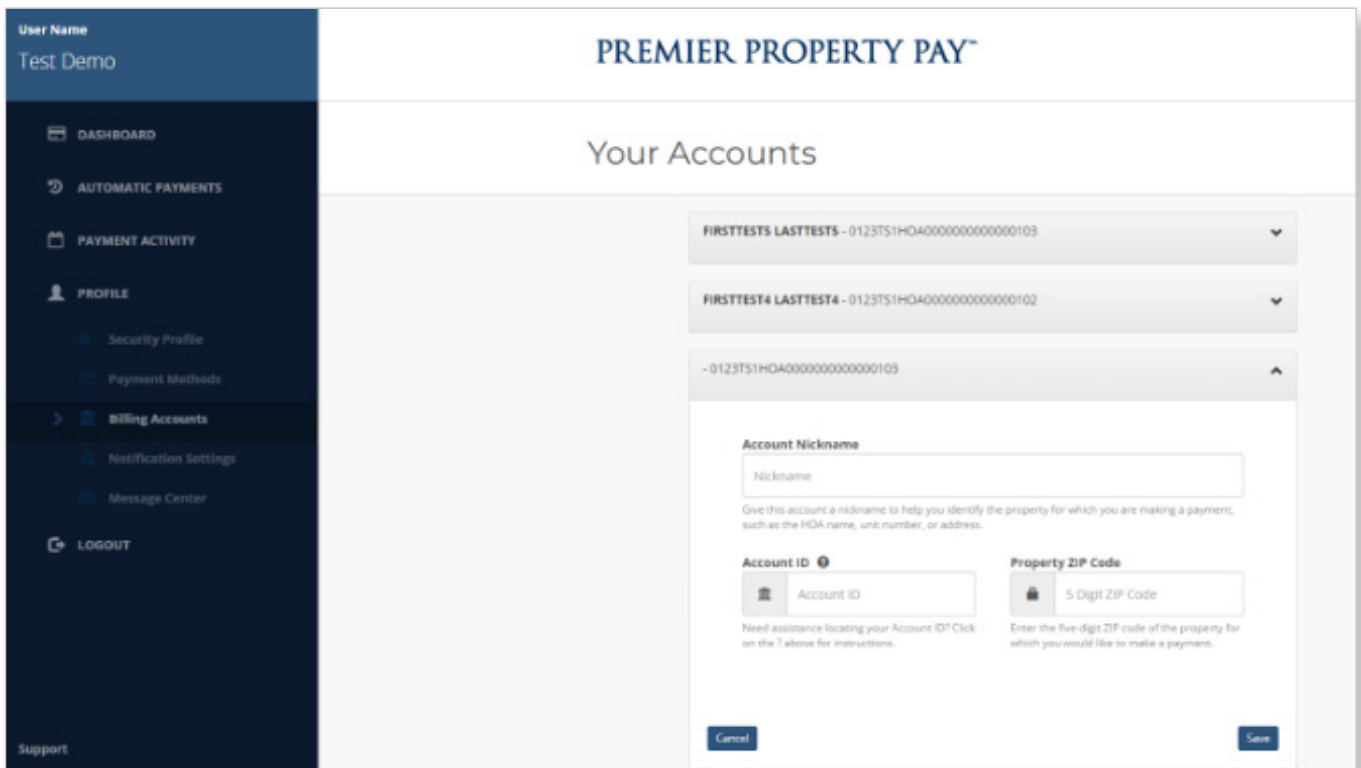
The screenshot shows the 'PREMIER PROPERTY PAY™' logo at the top. Below it is the title 'New User Registration'. A progress bar at the top indicates three steps: 'Accounts', 'Security Profile' (selected), and 'Payment Methods'. The 'Security Profile' section contains several input fields: 'Personal Information' (First Name, Last Name, email, Phone), 'Account Information' (Username, New password, Confirm new password), and 'Challenge Questions' (Question 1, Answer 1, Question 2, Answer 2). Below the 'New password' field is a note: 'Your Password must be between 6 and 16 alphanumeric characters and contain at least one digit with upper and lower case letters.' Below the 'Challenge Questions' section is a note: 'You may be asked to answer one or more of these questions to recover your login information or verify your identity.' At the bottom are 'Cancel', 'Previous', and 'Register' buttons.

Premier Property Pay – Multiple Accounts

1. The homeowner that would like to pay for more than one property can add additional accounts to their profile by clicking on **Profile**, then **Billing Accounts** on the left, then click on the **Add** button under the account list.



2. The homeowner will be required to enter the **Account Nickname**, **Account ID**, and **Property ZIP Code** for any additional property they add to their profile.



Premier Property Pay – One-time Payment

1. Any homeowner that does not want to register may use Premier Property Pay to make a one-time payment by visiting ppbi.com/propertypay, then clicking on **One-time Payment**.

Online Payments Made Easy

Our secure online payments.

One-time Payment

Enter your Management Company ID, HOA ID, and Account Number below to validate your account and be directed to the One-time Payment page.

Management Company ID

HOA ID

Account #

I'm not a robot

reCAPTCHA
Privacy · Terms

Submit

How to find and enter required information for a one-time-payment:

Account Number	Amount Due

*For one-time payment assistance, please contact our support team. You may also need to provide your account information.

Note: One-time payers will need the Lockbox Management Company ID for your Company, along with the HOA ID from your accounting software and their homeowner account number. This information is typically provided in the scanline of coupons and statements sent for billing.