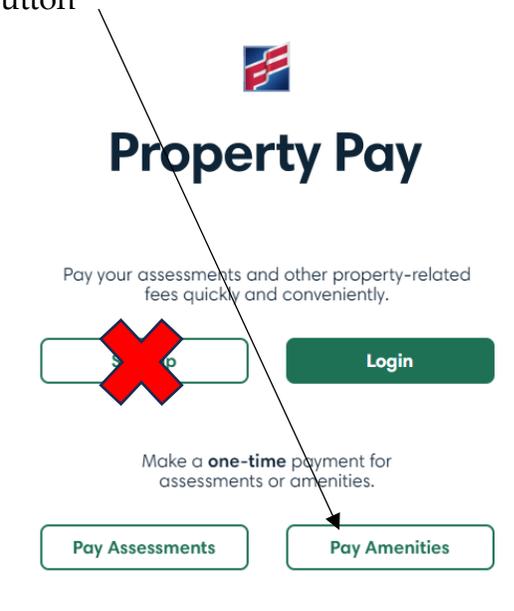


Greater Imperial Board – Amenity Payments

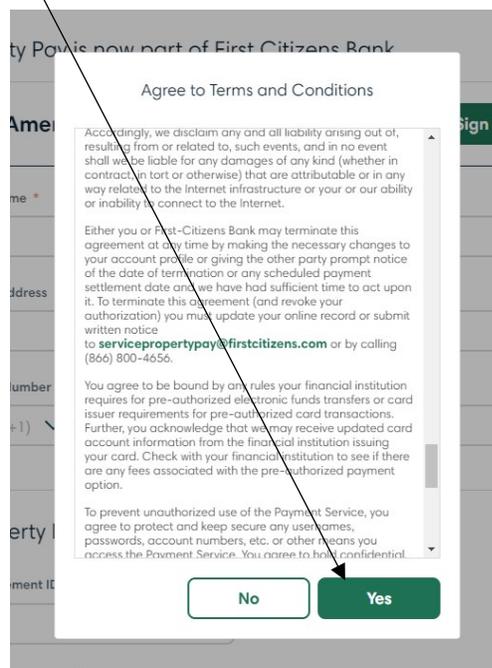
Compass Rose Management would like to introduce you to the Amenity Payments section of Property Pay. The Amenity Payments section is a useful resource to make payments for your Gate Stickers and Gate Wands. Please follow the following easy step by step instructions:

Please be advised that you will see a Sign Up button. Since your HOA fees are not collected by Compass Rose Management, you should not click the Sign Up button on the Property Pay site.

1. Navigate in your browser to the Property Pay website is: <https://propertypay.firstcitizens.com/>
2. Click on the Pay Amenities button



3. You will then see the following Agree to Terms and Conditions pop-up. Review this information and then click Yes



4. Fill in the fields with your First Name, Last Name, Email Address, and Phone Number. You will also need to enter the following numbers in the corresponding fields:
- Management ID: 8510
 - Association ID: 226
 - Property/Account Number: 28077
 - The Address information will pre-fill in with the address to the Guard House, please do not change this information. Click Next.

Pay Amenities - Confirm Property 

First Name * Last Name *

Email Address *

Phone Number *

Property Details

Management ID * COMPASS ROSE MANAGEMENT INC

Association ID * GREATER IMPERIAL BOARD INC

Property / Account Number *

Address Line 1 * Unit #

Address Line 2

City * State * Zip Code *

[Cancel](#) [Next](#)

5. The Category drop down can be left as All or changed to Fobs/Keys/Gate & Door Openers. Both will work.
6. Select the Amenity you are buying from the Amenity drop down, either Gate Sticker or Gate Wand. Then click Add. If you are purchasing both you will click Add and then choose the next Amenity and click Add again.

Amenities Available

Category

Fobs/Keys/Gate & Door C ▾

Amenity

Gate Sticker \$50 ▾

Add

Amenities Available

Category

Fobs/Keys/Gate & Door C ▾

Amenity

Gate Wand \$100 ▾

Add

- You can adjust the quantity of each item you are purchasing by clicking on the + or – button next to the corresponding amenity.

Shopping Cart

Gate Sticker	\$50.00	<input type="text" value="1"/>	Delete
Add Note			
Gate Wand	\$100.00	<input type="text" value="1"/>	Delete
Add Note			
Gate Remote			
Add Note			

Order Total * \$150.00

* May include convenience fees

Pay by eCheck

Pay by Card

[Back](#)

- After you have the quantity completed click “Pay by eCheck” if you are using your checking account’s routing and account number or “Pay by Card” if you are paying with either a debit or credit card.
- Complete your purchase by entering your payment information on the following screen, check the box in front of “I agree to pay the total amount including any fees as shown above”, and then click the Next button.

Items	\$50.00
Convenience Fee	\$1.75
Total Amount	\$51.75

I agree to pay the total amount including any fees as shown above.

Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

[Back](#)

[Next](#)

10. Review your payment on the next screen and then click Submit Payment.

Review and Submit Payment

You are authorizing a payment to be made on 01/09/2024 from your card ending in 1901 for the amount of

\$51.75
[Edit](#)

Property Address
909 Imperial Golf Course Blvd
Naples, FL 34110
[Edit](#)

[Cancel](#)
[Submit Payment](#)

A confirmation email will be sent to email address renee@crmfl.com.

11. You will then see the following Payment Confirmation screen and an email will be sent to you with this confirmation #. On the email it will say Payment Transaction Number.

Payment Confirmation

Thank you

Your payment for \$51.75 was processed.

A confirmation has been sent to renee@crmfl.com.
You may also print this confirmation for your records.



Confirmation #316239534

[Print](#)
[OK](#)

Payments are processed Monday through Friday, excluding holidays. Payments submitted on weekends or holidays may be delayed.

[Cancel Payment](#)

12. Please bring this Confirmation#/Payment Transaction # with you when coming to the office.