Premier Property Pay - User Guide

Process ACH (eCheck) payments using Premier Property Pay.

1. Access Premier Pacific Bank's payment portal, **Premier Property Pay** with this URL;
   https://www.ppbi.com/community-associations/hoa-payments.html
   Click **Register** to create an account - see the screenshot below.

2. Click the **Register Now** button located at the bottom of the Sign In or Register page to create an account.
   Registered users will then Sign In (log in) here with their Username and Password.

3. Complete the New User Registration
   a. Choose an **Account Nickname** such as the Association's name, your unit number, Monthly Common Charge, etc., whatever you like.
   b. Enter the **Account ID**. The Account ID is 26 characters. It is the combination of the Management Company ID, the HOA ID, and the Account Number # combined with no spaces or extra characters. These numbers are provided in the cover email sent with this document. See the example below.
   c. Enter the **Property (unit) Zip Code**.
   d. Multiple Accounts - Registered Premier Property Pay payers 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.

PREMIER PROPERTY PAY℠

New User Registration

Accounts   Security Profile   Payment Methods
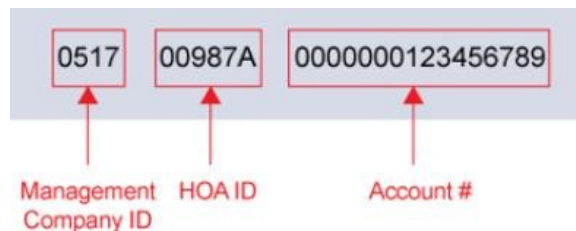
Account Nickname

| Nickname |

Give this account a nickname to help you identify the property for which you are making a payment, such as the HOA name, unit number, or address.

Account ID ⑦

🏛 | Account ID |

Need assistance locating your Account ID? Click on the ? above for instructions.

Property ZIP Code

🔒 | 5 Digit ZIP Code |

Enter the five-digit ZIP code of the property for which you would like to make a payment.

| 0517 | 00987A | 0000000123456789 |

Management   HOA ID   Account #
Company ID

Using the example above, the entry would be:

Account ID

🏛 | 051700987A60000000123456789 |

4. The last step for New User Registration is to provide contact information, create a username and password, and answer the challenge questions, then click on Register. The contact information and challenge questions are needed to verify or authenticate the user.

Personal Information

First Name

Last Name

email

Phone

Enter your 10 digits phone number.

Account Information

Username

New password ⊘

Enter new password

Confirm new password

Confirm new password

Your Password must be between 6 and 16 alphanumeric values and contain at least one digit with upper and lower case letters.

Challenge Questions
Question 1

Please select a question ⌄

Answer 1

create new answer

Question 2

Please select a question ⌄

Answer 2

create new answer

You may be asked to answer one or more of these questions to recover your login information or verify your identity.

Cancel | Previous | Register

Premier Property Pay One-Time Payment. Make a one-time payment or save your information and setup a recurring, auto-payment. You will need the Management Company ID, the HOA ID and the Account # to make One-time Payments.

One-time Payment

Enter your Manangement 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