

# HOW TO MAKE A PAYMENT

Follow these easy steps to make a payment on your account. To avoid frustration and errors, pay close attention to each step and take your time with the process. We estimate less than 10 minutes to set up or verify your payment account and complete your payment.

## START HERE:

Go to [www.BlackstoneAM.com](http://www.BlackstoneAM.com)

- Scroll to the bottom of the page
- Click “Pay Online”



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Keep up to date with the latest news and events from Blackstone Management.

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**Payment**

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## Make a Payment

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### Make a Payment

**NOTICE:** To better serve our tenants and homeowners, Blackstone Management has signed an exclusive online credit card / E-check agreement with CIT Bank. Any homeowners that have used "two pay" in the past will need to set up a new account with CIT bank and move over any auto pays that they have set up with "two pay". All auto pays with "two pay" will stop on December 31, 2020.

\*\*\*If you need help setting up your new account with CIT bank please feel free to give them a call at (866) 351-5646.\*\*\*

This partnership will allow Blackstone Management to offer free e-check payments and a discounted rate for any credit card payments homeowners would like to make. For additional information on this bank please [click here](#).

#### A Convenient Way to Make Your Payment

Blackstone Management is proud to offer an easier way to pay.

To get started, choose what type of payment you are making:

[Pay My Rent](#) → [Pay Association Fees](#) →

- On this Make a Payment screen, you can review the information about Blackstone’s new payment processing partner, CIT Bank.

## Are you here to pay rent?

If YES... click the “Pay My Rent” button. Follow the easy prompts to make your payment.

## Are you here to pay Association Fees?

If YES... click the “Pay Association Fees” button to move on to the next step.

## Pay Association Fees

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### Pay Association Fees

#### A Convenient Way to Pay Your Association Fees Online

Blackstone Management is proud to offer an easier way to pay. Our Guided Walkthrough makes first-time payments a breeze.

Already have an account? Use our Payment Login Portal and make a payment fast.

[Create an Account](#) →

[Make a Payment](#) →

**New Users**  
If you are a new user or need help with any of the required information, our Step-by-Step Walk-through will guide you through the process.  
[Create an Account](#) →

**Existing Users**  
If you have already set up an account, you can login and get started from here.  
[Click Here](#)

## Set up your account

If this is your first time making a payment with Blackstone’s new process, simply follow the step-by-step online walk through.

## IMPORTANT DETAIL

If you receive an error notice that tells you your email address is already in use, you must CALL CIT BANK DIRECTLY at: **866-351-5646**

This may happen if you recently changed management companies or if you ever had payments processed by CIT Bank in the past.

For privacy reasons, Blackstone is not able to assist you with your CIT account information. You must speak to bank representatives directly.

# Create Your Account

## Guided Walkthrough

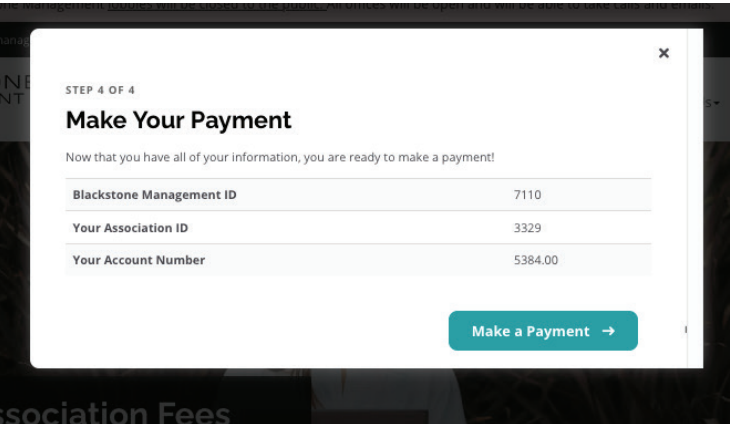
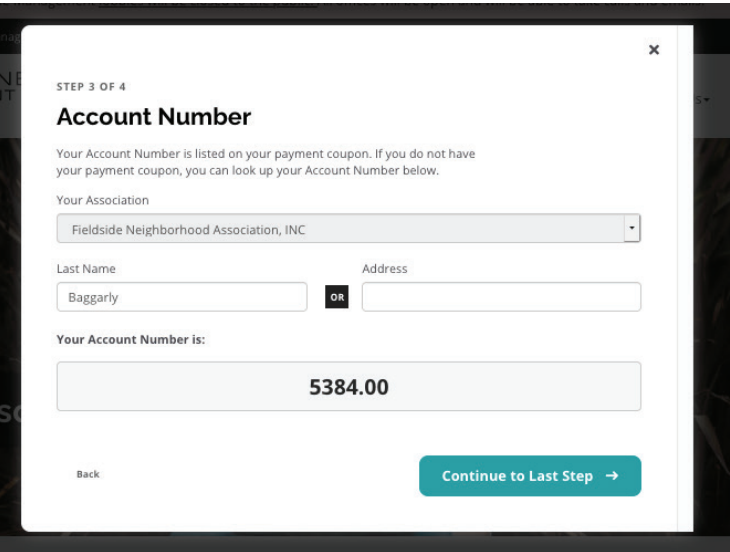
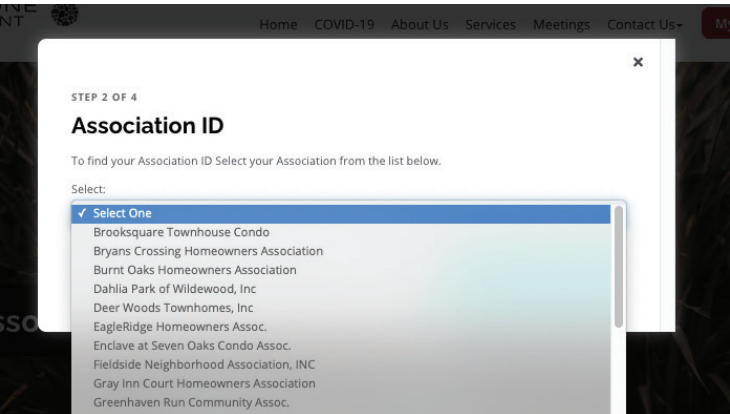
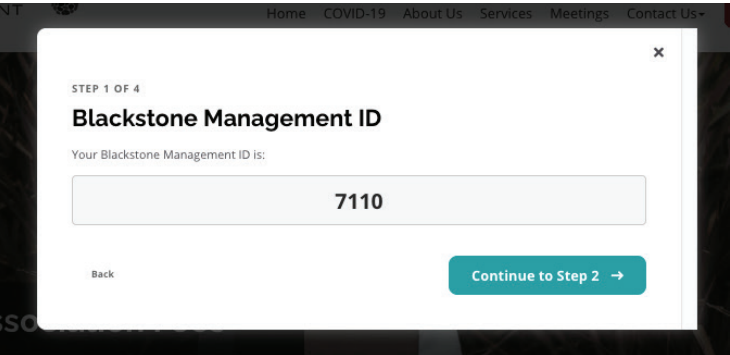
Follow the Guided Walkthrough to obtain the 3 things you will need in order to set up your payment account.

- 1. The Blackstone Management ID:**  
This number will be the same for every association and every member.
- 2. Your Association ID:**  
On step 2, you'll find a drop-down list of associations or neighborhoods. Simply select your association to find the ID number.  
Be sure to verify your address before you continue to the next step.
- 3. Your account number:**  
Enter your last name OR your address. Please do not enter both. Your personal account number will be displayed.
- 4. Make Your Payment**  
Copy the information on this screen so you can set up your payment account.

**\*\*\* It is VERY IMPORTANT that you enter your account number EXACTLY as listed when you make your payment!\*\*\***

### FOR EXAMPLE:

If your account number is 4125.00, you must include the period and zeros.

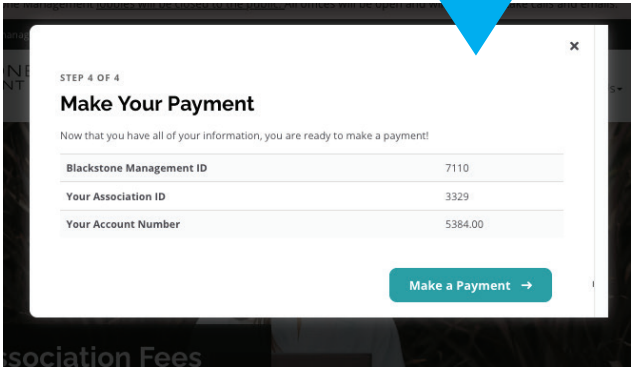


# Final Steps

Carefully complete the last 2 steps to register your property. Pay close attention to the red astericks indicating required fields.

**Once you are set up, future payments will be a breeze!**

**REMEMBER:  
Use this info**



**To complete THIS page of registration.**

**If you encounter errors or have questions while setting up your payment account, you must call CIT Bank directly.  
1-866-351-5646**

**Sign Up - Please Enter the Following Information**

First Name \*  Last Name \*

Email Address \*

Phone Number \*

Yes, I'd like to stay in touch with CIT and agree to receive periodic email updates and offers. I understand I can unsubscribe at any time.

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

\* Indicates required field

**CIT**

**Sign Up - Register your property**

Enter Property IDs

Management ID \*  ?

Association ID \*  ?

Property / Account Number \*  ?

Address Line 1 \*  Unit #

Address Line 2

City \*  State \*  Zip Code \*

Property Nickname \*

[Cancel](#) [Register Property](#)