

## Owner Portal Guide - Using AutoPay or Processing One Time Payment

Congrats! Your community has enabled the ability to submit payments from your owner portal!

Homeowners will have the option to set up Direct Debit/ACH recurring payments for their Assessment and Special assessment codes, and the option to use the One-Time payment feature to pay the entire balance, or a portion of a balance.

AutoPay is used to pay Assessment or Special Assessment charges that are posted to an account. Fines and CCR violations can only be paid using the One-Time payment feature.

This guide will give instructions on how homeowners can select charge codes and use the make payment feature to either enroll in AutoPay or to make one-time payments using a credit card or bank account.

### Enroll in AutoPay

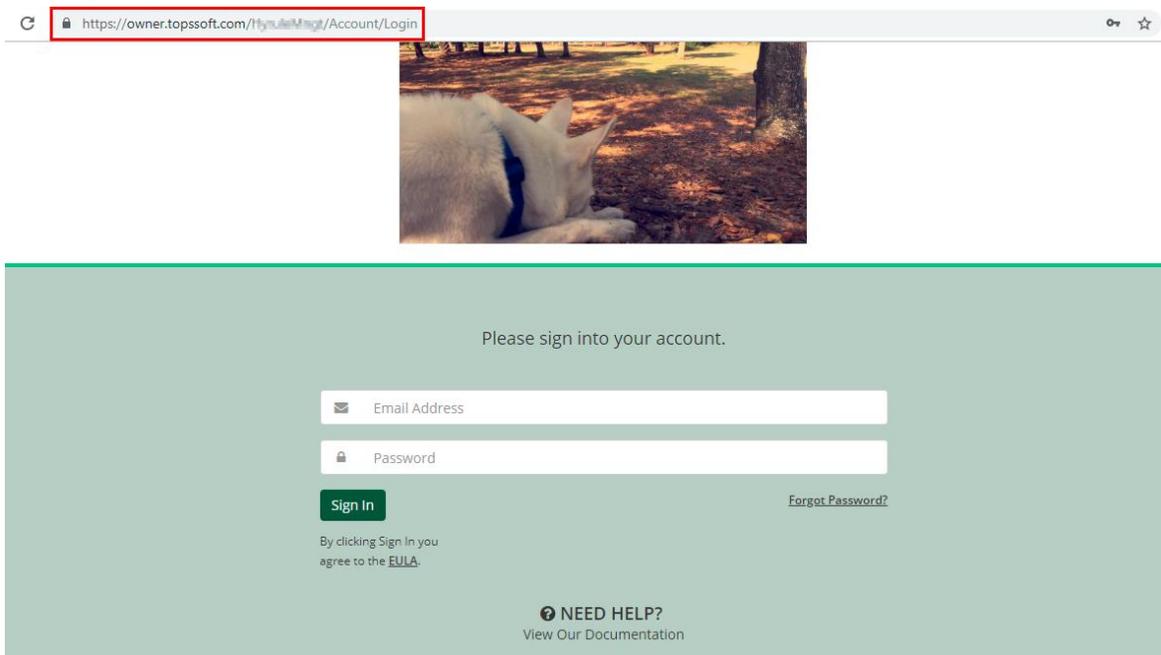
AutoPay takes the hassle of having to remember to pay dues on time and sets up recurring payments.

Once a charge is posted, the funds from the primary account will automatically be deducted after three (3) business days. The homeowner can cancel the payment within the **three (3) business days**.

Once charges are posted, a series of emails will be sent to update the owner on the status of their payment.

There is no additional fee when using AutoPay.

1. Log in into your Owner Access Portal Link provided by the community.



https://owner.topssoft.com/MySiteMgr/Account/Login

Please sign into your account.

Email Address

Password

Sign In

[Forgot Password?](#)

By clicking Sign In you agree to the [EULA](#).

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2. Click **Enroll Today in Auto Pay**

**DIANA PRINCE**  
100 Bank Street

\$1,948.80 ACCOUNT BALANCE ▾  
Pay Now

**Enroll Today in AutoPay**

### Enter Payment Methods

3. Under **AutoPay Settings**, click + to add a primary payment method.

**AUTOPAY SETTINGS** Save Payment Methods ⚙️ **+**

Enable AutoPay

Currently, you have no Payment Methods set.

4. Select whether to add a **Bank Account** or **Credit Card** information

### Bank Account

The Bank Name will auto-fill once the Bank Routing number is verified.

ADD AUTOPAY PAYMENT METHOD

**Bank Account** Credit Card

Account Type  
▼

First Name  Last Name

Name on Account

Routing Number  Account Number

Bank Name

I agree to the [Terms & Conditions.](#)

Cancel **+ Add**

## Credit Card

### ADD AUTOPAY PAYMENT METHOD

Bank Account **Credit Card**

Name on Card

First Name  Last Name

Credit Card Number

Expiration Date MM  YYYY

Card Type  Credit  Debit

Billing Address

Number  Street or PO Box  Apt/Unit #

City  -- Select a State --  Zip

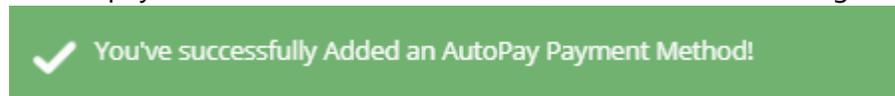
--Select A Country--

I agree to the [Terms & Conditions](#).

5. Fill in all information requested, click +Add



Once a payment method has been added, a confirmation message will appear at the top of the page.



6. Toggle the **Enable Auto Pay** toggle.

AUTOPAY SETTINGS

Enable AutoPay

Payment Method	Primary
<input type="checkbox"/> Account ending in 5309 BANK OF AMERICA, N.A.	<input checked="" type="checkbox"/> <input type="button" value="Remove"/>

## Select Codes to Enable for AutoPay

- Once the Enable Auto Pay toggle is selected, select the codes to pay using direct debit by enabling the toggle.

*Only Assessment and Special Assessment codes can be paid using this feature.*

### SELECT YOUR PAYMENT METHOD

BANK OF AMERICA, N.A. - ending in 5309

Please enable the Charges you would like paid for with AutoPay:

A1 - Assessmnets: \$1.00	<input checked="" type="checkbox"/>
A2 - Quarterly Assessment: \$0.00	<input type="checkbox"/>

Cancel

- Click **Save**



Refresh the page, and you will see the following banner

**DIANA PRINCE**  
100 Bank Street

\$1,948.80 ACCOUNT BALANCE ▾

 You're Enrolled in AutoPay ▶

## Making a One Time Payments

One-time payments using Bank Account information, or a Credit Card can be used for convenient and quick payments.

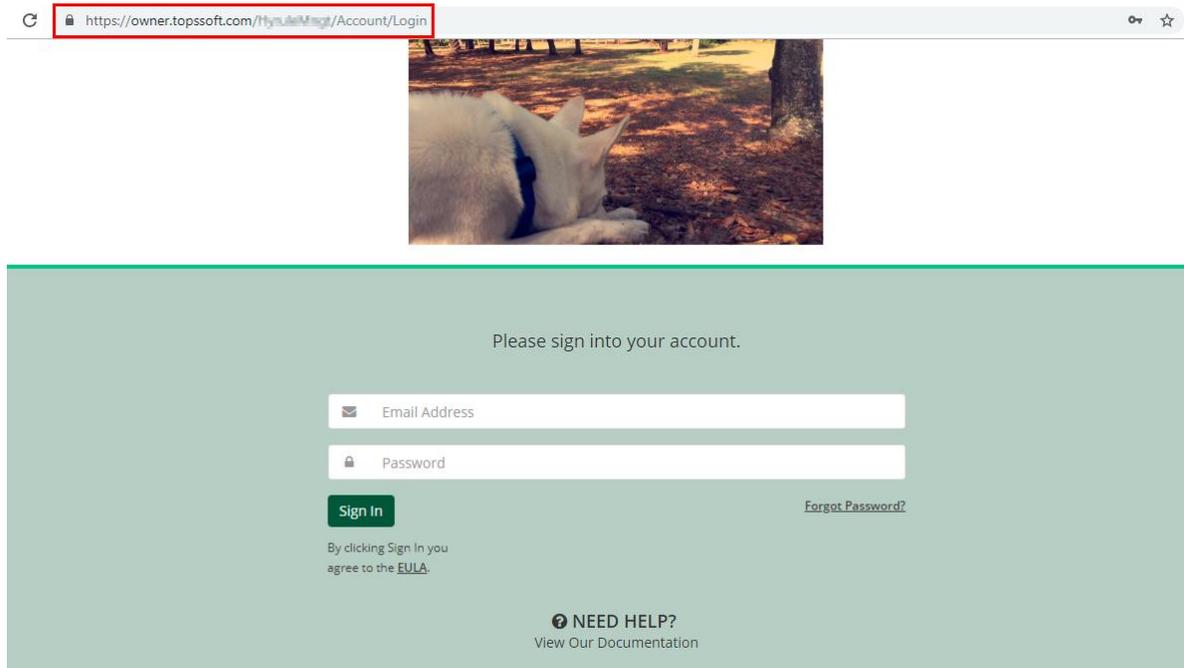
A convenience fee will be charged when a homeowner chooses to use this feature. The exact dollar fee amount will be displayed before completing the payment.

American Express- \$2.95 + 3.5% of balance paid

Other Major Credit Cards (Visa, Master Card, Discover.)- \$2.95 + 3% of the balance paid

One-time Bank Account Transactions- \$2.95

1. Log in into the Owner Access Portal Link provided by the community.



https://owner.topsoft.com/MySite/Account/Login

Please sign into your account.

Email Address

Password

Sign In [Forgot Password?](#)

By clicking Sign In you agree to the [EULA](#).

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2. Next to the balance, click the **Pay Now** button.



**DIANA PRINCE**  
100 Bank Street

\$1,948.80 **ACCOUNT BALANCE** [Pay Now](#)

**You're Enrolled in AutoPay**

3. Select the form of payment, then fill out the required information, including the amount to pay (not including the service fee). The Payment Amount will default to the total balance due.
- Existing Payment Method
  - Bank Account
  - Credit Card

### MAKE A PAYMENT

Existing Payment Method    Bank Account    Credit Card

Selected Payment Method

 Checking Account ending in 5309  
BANK OF AMERICA, N.A. Change

Payment Amount

\$ 1,948.80 Cancel Make Payment

### Bank Account

#### MAKE A PAYMENT

Existing Payment Method    **Bank Account**    Credit Card

Account Type  
Please Select Type ▼

First Name    Last Name  
First Name    Last Name

Name on Account  
Name on Account

Routing Number    Account Number  
Routing Number    Account Number

Bank Name  
Bank Name

Payment Amount

\$ 1,948.80 Cancel Make Payment

## Credit Card

MAKE A PAYMENT

Existing Payment Method   Bank Account   **Credit Card**

Name on Card  
First Name  Last Name

Credit Card Number  
Card Number (15-16 digits)     

Expiration Date  
MM  YYYY   Credit  Debit

Billing Address  
Same Address As

Number  Street or PO Box  Apt/Unit#

City  --Select A State--  Zip

--Select A Country--

Payment Amount  
\$  1,948.80

4. Edit the **Payment Amount**, if needed, then click **Make Payment**
5. Confirm the Payment Amount.

Here, the convenience fee amount will be displayed.

*Example:*

**! CONFIRM PAYMENT**

Are you sure you want to make this one-time payment of \$100.00? An ACH processing fee of \$2.95 will be applied. Clicking Yes will process the payment of \$102.95.

6. Select **Yes, Make Payment**