

1) Log into the TOPS Owner Portal.

<https://owner.topsoft.com/selectivemanagementservices/Account/Login>

### HOMESCREEN:

OWNERS ASSOCIATION, INC.

JOHN & JANE DOE

5997


\$0.00 ACCOUNT BALANCE  
Make Payment

Enroll Today in AutoPay

MY OPEN ITEMS

2) Click for TOPS Pay

You currently have no Open Items!  
VIEW YOUR FULL HISTORY ▶



Lauren Pitts (205) 624-3586  
MAIN PHONE

### Screen once you've clicked "Enroll in Auto Pay"

AUTOPAY SETTINGS

Save Payment Methods

BE SURE TO CHECK THIS TO HAVE YOUR ACCOUNT DRAFTED ONCE THE CHARGES HIT. \*You will be emailed 3 days prior to confirm

3) Click to add Card / Bank info.

Enable AutoPay

Payment Method

VISA VISA ending in 0929 - Debit Expiration - 03/2022 Remove

Here you will see any saved payment methods

## ADD PAYMENT METHOD

3) Enter Bank info or Credit / Debit info and save.

**Bank Account** | Credit Card

Account Type

First Name  Last Name

Name on Account

Routing Number  Account Number

Bank Name

Enroll this payment method in AutoPay

TOPS Pay Bank Draft (Free!)

TOPS Pay Credit/Debit Card (Fee)

BE SURE TO CHECK THIS TO HAVE YOUR ACCOUNT DRAFTED ONCE THE CHARGES HIT.  
\*You will be emailed 3 days prior to confirm the draft.

## ADD PAYMENT METHOD

Bank Account | **Credit Card**

Name on Card

Credit Card Number

Expiration Date

Billing Address

Number  Street or PO Box  Apt/Unit #

City  -- Select a State --  Zip

--Select A Country--

Credit  Debit

Enroll this payment method in AutoPay

**i** A Credit Card transaction fee of 3% plus a \$0 processing fee will apply to this payment method.  
Example: (\$100 x 3%) + \$0 fee = \$103.00.  
Please refer to [Terms & Conditions](#)

4) Save and DONE!