

1) Log into the TOPS Owner Portal.

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

If you have a \$0.00 Balance and/or current year assessments have not yet been assessed.

This screenshot shows the account page for a user with a \$0.00 balance. The page header includes a menu icon and the text "HOMESCREEN: OLD CAHABA RESIDENTIAL ASSOCIATION, INC". The main heading is "TEST ACCOUNT" with the address "4020 Old Cahaba Parkway". The account balance is displayed as "\$0.00" with a crossed-out zero, and a "Make Payment" button is visible. A callout box explains that credit balances are shown in parentheses, such as "(\$350.00)". Below the balance, there is a section for "MY OPEN ITEMS" which states "You currently have no Open Items!" and includes a "VIEW YOUR FULL HISTORY" link. At the bottom, the HOA manager's name "Casie Jarman" and phone number "(205) 624-3586" are listed. A red callout box points to a plus sign icon at the bottom center, labeled "2) Click for TOPS Pay". Other callouts include "Click for Settings, Docs, Etc." pointing to the menu icon, "Click arrow to see account history." pointing to a dropdown arrow, and "Click here for a one-time time / pre-payment." pointing to a right-pointing arrow.

NOTE: If you have a balance, you will see "Pay Now" rather than "Make A Payment"

This screenshot shows the account page for a user with an \$800.00 balance. The layout is similar to the previous screenshot, but the account balance is "\$800.00" and the "Make Payment" button has been replaced by a "Pay Now" button, which is highlighted with a red box. The "MY OPEN ITEMS" section remains the same, stating "You currently have no Open Items!" with a "VIEW YOUR FULL HISTORY" link.

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

OLD CAHABA RESIDENTIAL ASSOCIATION, INC

TEST ACCOUNT

4020 Old Cahaba Parkway [Edit Account Settings](#)

MY ACCOUNT Save Account Settings

Account Email Address: ap@selectivemgmt.com
Account: 40200CP

Property Address: 4020 Old Cahaba Parkway
Helena, AL 35080

PHONE NUMBERS +

Home Phone
(205) 624-3586 Unlisted

ADDRESSES +

Property Address (Primary Mailing Address)

4020 Old Cahaba Parkway Apt/Unit #
Helena Alabama 35080
United States

AUTOPAY SETTINGS Save Payment Methods +

Payment Method Primary

Currently, you have no Payment Methods set.

UPDATE PASSWORD Save Password

Current Password
New Password
Confirm New Password

3) Click to add Card / Bank info.

Here you can add phone numbers.

Here you can add alternate addresses for mailing.

Here you will see any saved payment methods

+

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

ADD PAYMENT METHOD

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

AutoPay Enabled Charge Codes ⓘ At least one is required

A1 - Assessment: \$350.00	<input type="checkbox"/>
A2 - Prior Years Assessment: \$0.00	<input type="checkbox"/>

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

TOPS Pay Bank Draft (Free!)

A Charge code MUST be selected. The charge code selected is what will be drafted. New payment methods will not be able to be saved without this selection.

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

Card Type Credit Debit

Billing Address

ⓘ 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](#)

Enroll this payment method in AutoPay

AutoPay Enabled Charge Codes ⓘ At least one is required

A1 - Assessment: \$350.00	<input type="checkbox"/>
A2 - Prior Years Assessment: \$0.00	<input type="checkbox"/>

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

4) Save and DONE!

What if I already have a payment method saved, but it's not on auto pay?

MY ACCOUNT

Account Email Address: ap@selectivemgmt.com
Account: 40200CP

PHONE NUMBERS

Home Phone
(205) 624-3586 Unlisted

ADDRESSES

Property Address (Primary Mailing Address)

4020 Old Cahaba Parkway Apt/Unit #
Helena Alabama 35080
United States

AUTOPAY SETTINGS

Enable AutoPay

Payment Method Primary

Checking Account ending in 1364 AMERICA'S FIRST FEDERAL CREDIT UN Remove

Save Account Settings

Property Address: 4020 Old Cahaba Parkway Helena, AL 35080

Save Payment Methods

Save Password

This must be "Green" to be enrolled in auto-pay.

Edit Auto-Pay settings.

If you have a current balance, click this button to pay balance.

Make sure at least 1 charge code is checked. Typically, A1 is your annual assessment.

AUTOPAY SETTINGS

Pay Current Balance

Current balance reflects the current amount of all charges and payments made to your account up to that day.

OR

AutoPay Enabled Charge Codes

A1 - Assessment: \$350.00

2 - Prior Years Assessment: \$0.00

A Credit Card transaction fee of 3% plus a \$0 processing fee will apply to credit cards.
Example: (\$100 x 3%) + \$0 fee = \$103.00.

I agree to the Terms & Conditions.

Cancel Save