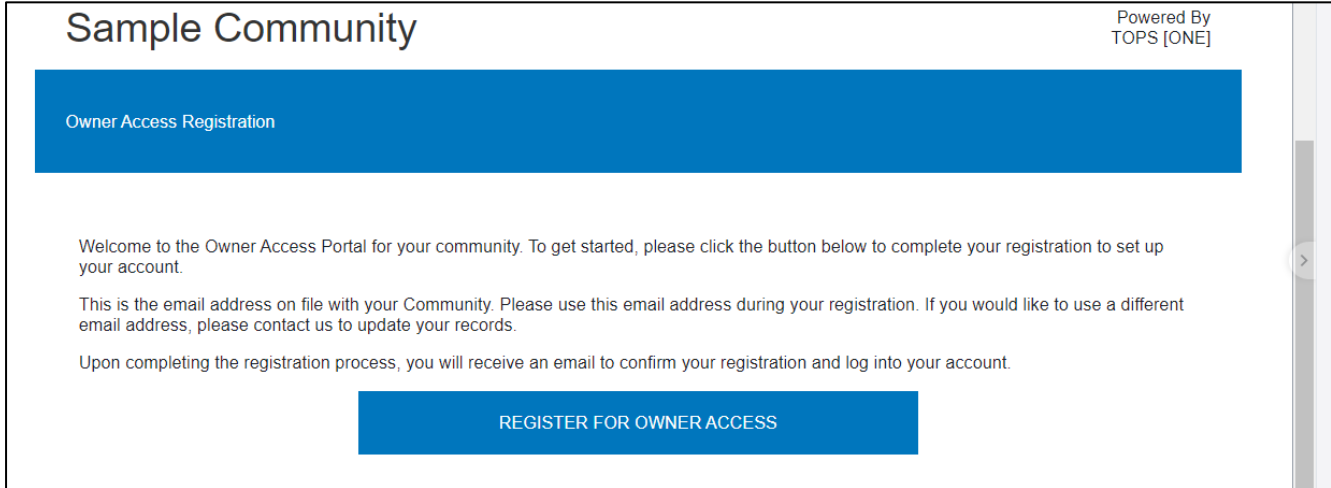


Owner Portal Registration Guide TOPS [ONE]

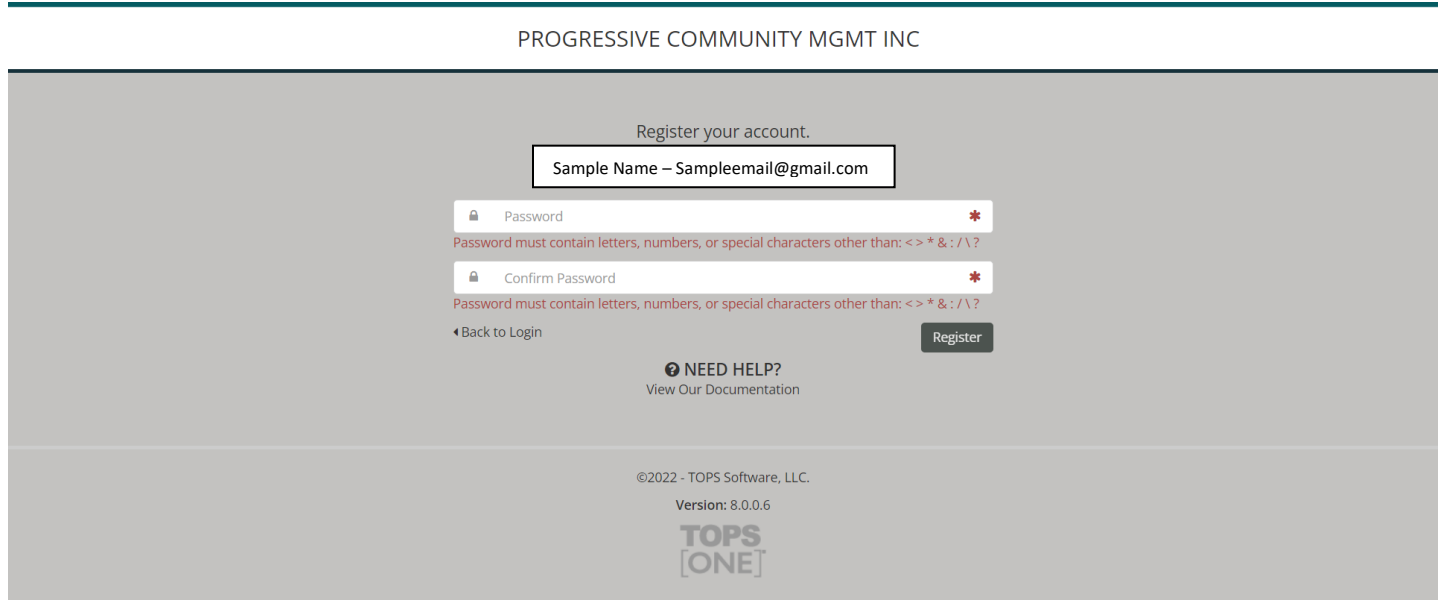
Please use this guide to help you register for our Association portals. Your portal will allow you to see your account balance, view your account history and make a payment online!

Once Progressive Community Management has entered your contact email into our TOPS software, you will be sent an invitation to register and activate your online account.

The subject line of the email will be: Owner Access Registration. Here is a sample of what the email will look like:



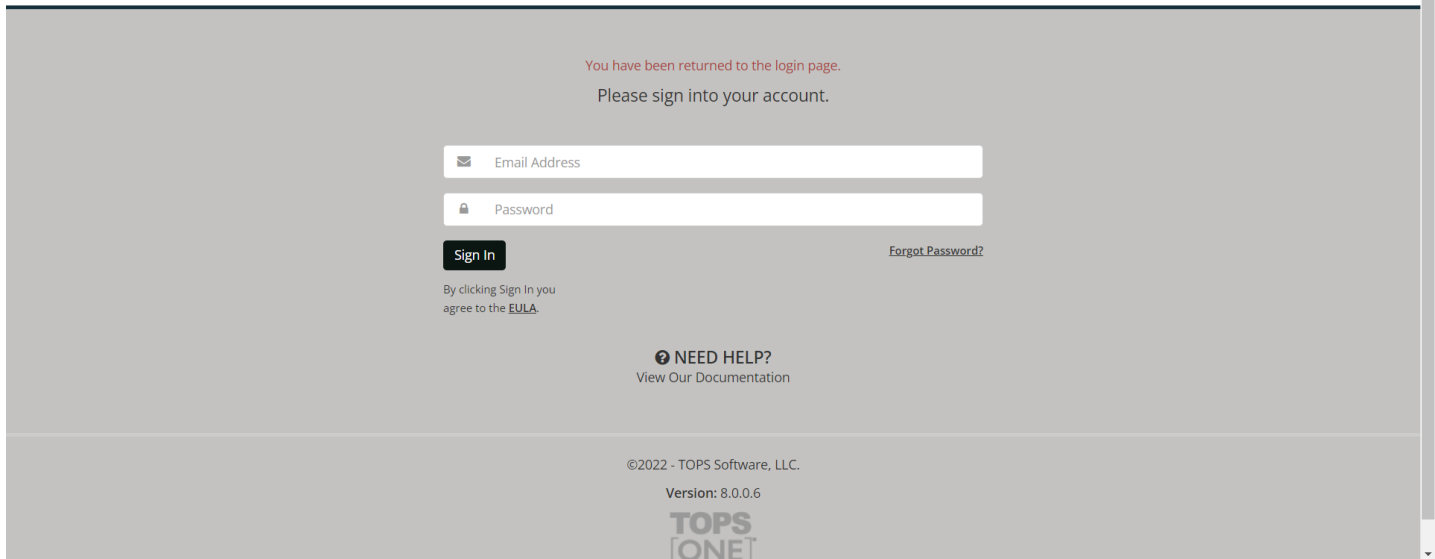
Once you receive the invitation email, you will click the **Register for Owner Access** button in the email. The **Register your account** screen will display in your browser. The email address listed will be the email address you provided to Progressive Community Management and will be used to log in to your account.



1. In the **Password** field, enter your desired password.
2. In the **Confirm Password** field, re-enter your desired password. (The two fields must match.)

Note: For the more documentation about registering and online tasks and information, click **NEED HELP? View Our Documentation.**

3. Click **Register**. The login page displays.

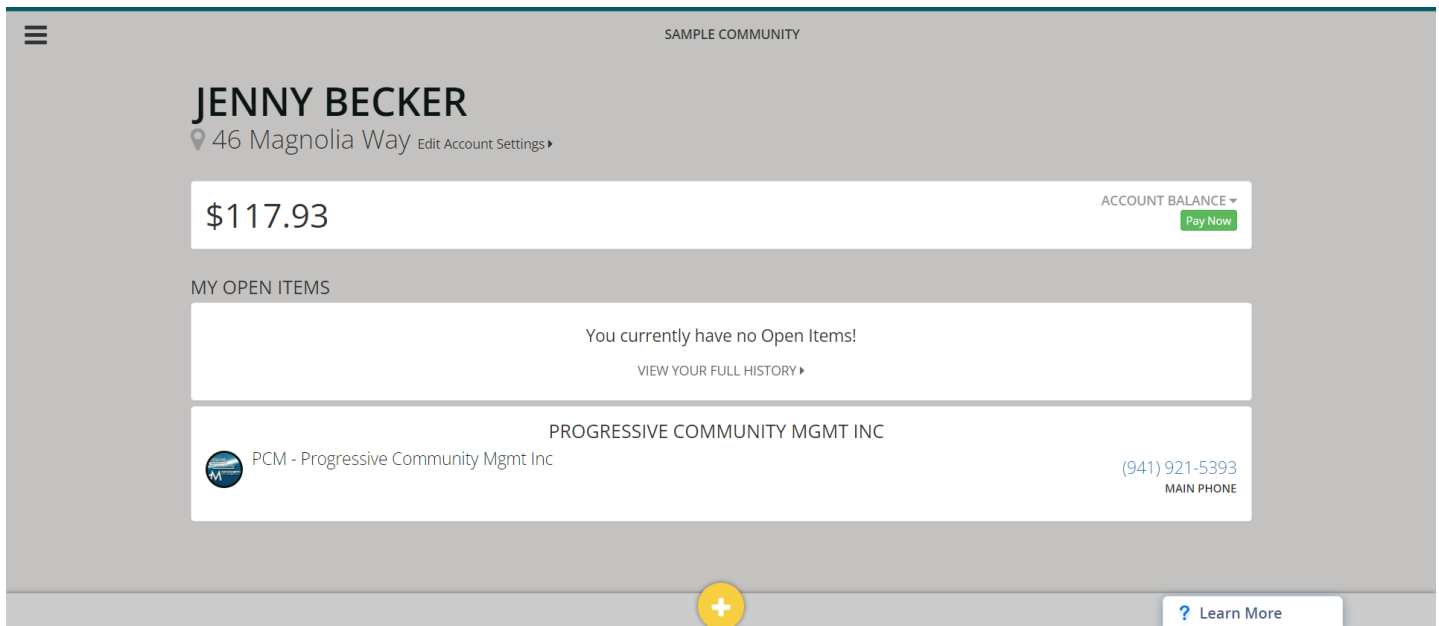


4. In the **Email Address** field, enter the email address used to register your account.
5. In the **Password** field, enter the password for your account.


Note: For the more documentation about registering and online tasks and information, click **NEED HELP? View Our Documentation.**

6. Click **Sign In.**

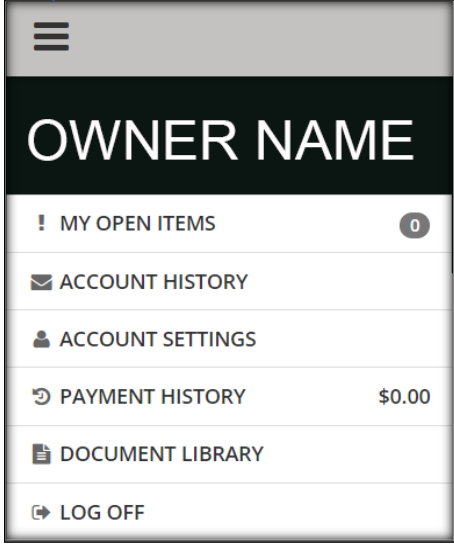
Once logged in, your account profile screen will display. Below is a sample of what it will look like. This will be personalized for your account.



From your profile screen, you can click to:

1. View your account balance and payment history by clicking on View Your Full History
2. Make a payment *****See additional information below*****
3. Use the  symbol to view action items that need to be addressed.

Burger Menu Icon



From the drop-down (burger) menu, you can also:

- Access your open items
 - Items that need your attention
- Access your account history
 - Review account charges, payment history, and other account activity
- Access your account settings
 - Update and manage alternate addresses and phone numbers on file
- Access your payment history
 - Review financial transaction activity on your account
- Access the document library
 - View your Association documents
- Log off

***If you currently have payments set up through ACH with your Association bank, you do not need to use the Pay Now feature on the portal. This feature is only for owners that have not set up ACH with the bank and would like to make a payment with a credit card or bank account.

Please note that when using the Pay Now option in the portal, fees will apply to process your credit card.

ACH Transaction Fees	Credit Card Transaction Fees (Select Preference)
<p><u>\$0.00</u> Per Recurring ACH Transaction managed in TOPS [ONE]</p>	<p><input type="checkbox"/> <u>3.5%</u> AMEX Transactions (Incurred by Payer)</p>
<p><u>\$2.95</u> Per one-time ACH Transaction (Incurred by Payer)</p>	<p>OR</p> <p><input type="checkbox"/> <u>3.00%</u> Per MasterCard/ Discover/ Visa* (Incurred by Payer)</p>
	<p><small>*For all credit card transactions incurred by the Payer, a service fee equal to the ACH transaction fee and rounded up to the next \$0.95 increment, will be charged in accordance with major card rules and regulations.</small></p>