

Owner Access Portal- Enable AutoPay

- 1) Log in into your Owner Access Portal Link
- 2) If TOPS Pay has not been enabled for the owner, you'll see an "Enroll Today in AutoPay"

ESTATES OF HAMMOCK CREEK HOA

DIANA PRINCE

2269 SW Dove Canyon Way

\$2,754.51 ACCOUNT BALANCE ▾

Enroll Today in AutoPay

MY ACCOUNT

Account Email Address:

Account: 6005

Property Address:
2269 SW Dove Canyon Way
Palm City, FL 34990

PHONE NUMBERS

Home Phone

- 3) All the TOPS Pay (or as owners will know it, AutoPay) settings will be under **AutoPay Settings**



AUTOPAY SETTINGS

Save Payment Methods

Enable AutoPay

Currently, you have no Payment Methods set.

- 4) In order to enable AutoPay, a payment method will need to be entered first.
Click the + sign

AUTOPAY SETTINGS ✓ Save Payment Methods  

Enable AutoPay

Currently, you have no Payment Methods set.

- 5) Fill in the information then click **+Add**
The Bank Name will auto fill once the Bank Routing number is verified.

ADD AUTOPAY PAYMENT METHOD

Account Type

Checking ▾

First Name

Diana

Last Name

Prince

Name on Account

Diana Prince- Main Checking

Routing Number

063100277

Account Number

867530999999

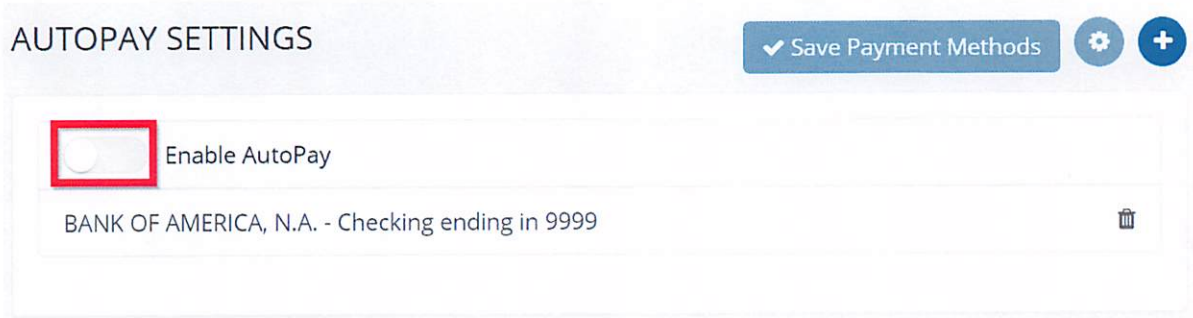
Bank Name

BANK OF AMERICA, N.A.

Cancel

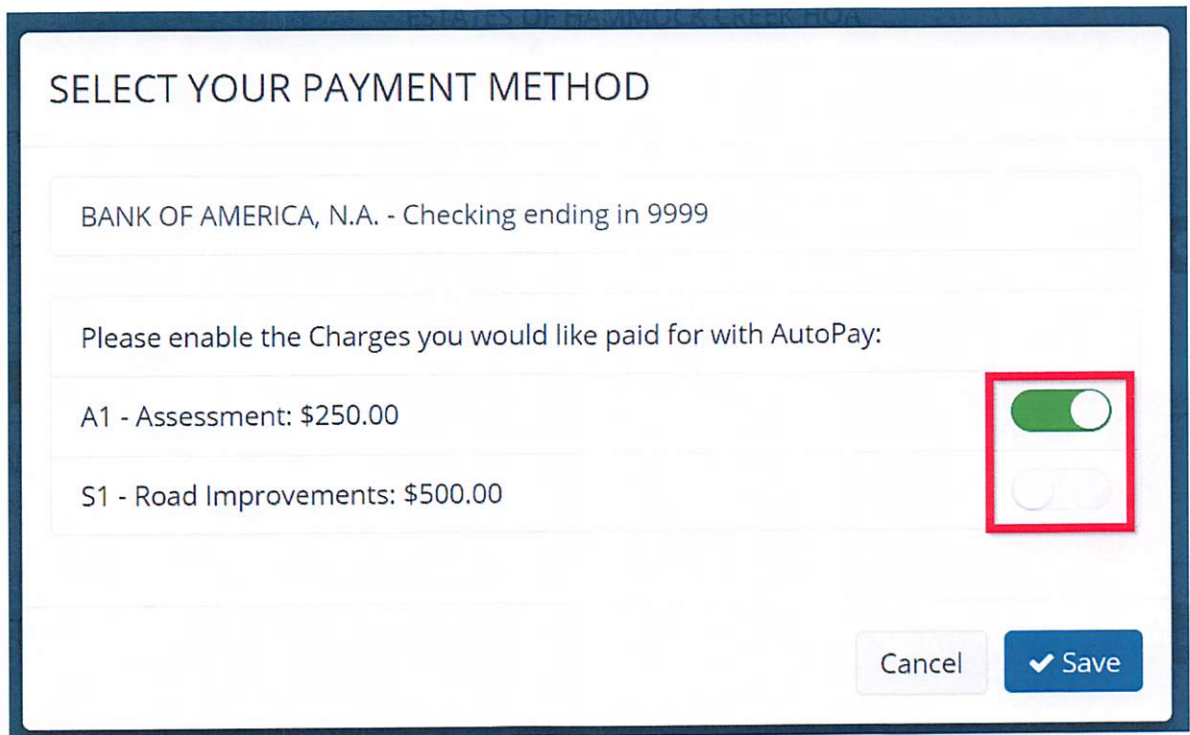
+ Add

6) Once a payment method has been accepted, click the **Enable AutoPay** toggle.



7) When you enable the toggle, you will see a window with all the recurring charges the owner has. **To enable a charge for AutoPay, click the toggle next to the charge. Click Save**

This can be edited at any point. Disabling this toggle after it's been enabled can stop any in progress payments



8) Once a code is selected, the banner on the top will change to **"You're Enrolled in AutoPay"**.

