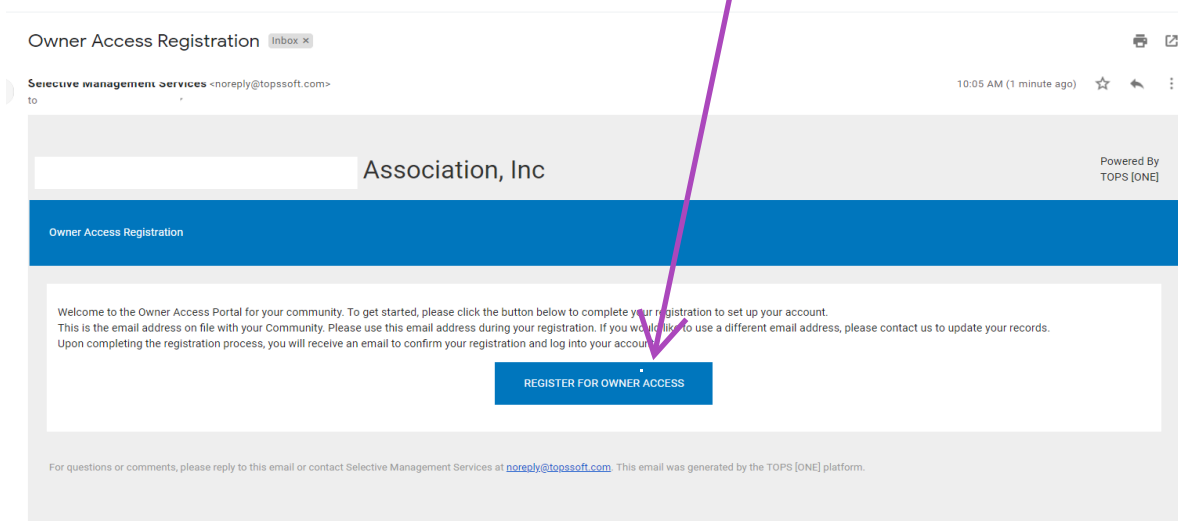


# How To Access Your Tops Account

**Step 1** SEND AN EMAIL TO: LPitts@SelectiveMgmt.com | CJarman@SelectiveMgmt.com  
**\*MUST BE FROM THE EMAIL ACCOUNT YOU WISH TO REGISTER WITH\***

**Step 2** Wait to receive your "No Reply" registration email from Tops {One} or TopsSoft.com

**Step 3** Click the "Register For Owner Access" button



**Step 4**

This is auto-populated and is specific to your account. Please do not do anything to this code.

Register your account.

First Name \* Last Name \*

user@example.com \*

Password \* Confirm Password \*

12c83dbb-6f04-45dd-b46a-6aa771c899b2 ✓

Back to Login [Register](#)

[Need Help?](#)

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Version: 5.0.0.2  
TOPS [ONE]

Create a Password you can remember.

**\*DO NOT USE A DIFFERENT EMAIL\***

# How To Access Your Tops Account

## Step 5 Log in...

Click on the link below

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

Need More Help? {Click Here!}

This is what the home page of the TOPS looks like. This is where you will log in to your account.



If you forget your password, you can click this link to reset it.

Please sign into your account.

[Sign In](#) [Forgot Password?](#)

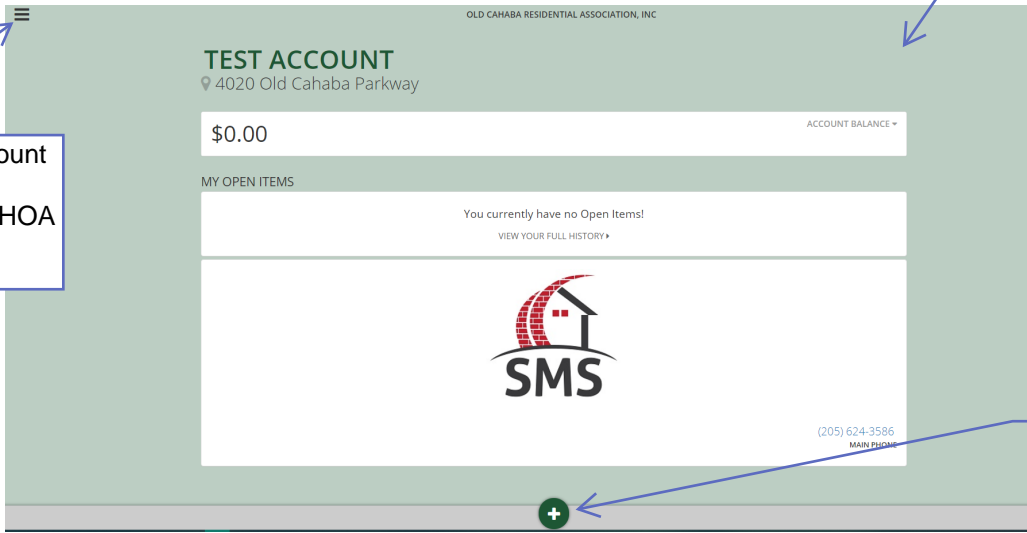
By clicking Sign In you agree to the [EULA](#).

Need Help?  
[Documentation](#)

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Version: 5.0.0.2  
**TOPS**  
[ONE]

# LOGGED IN... HOW DO I PAY?

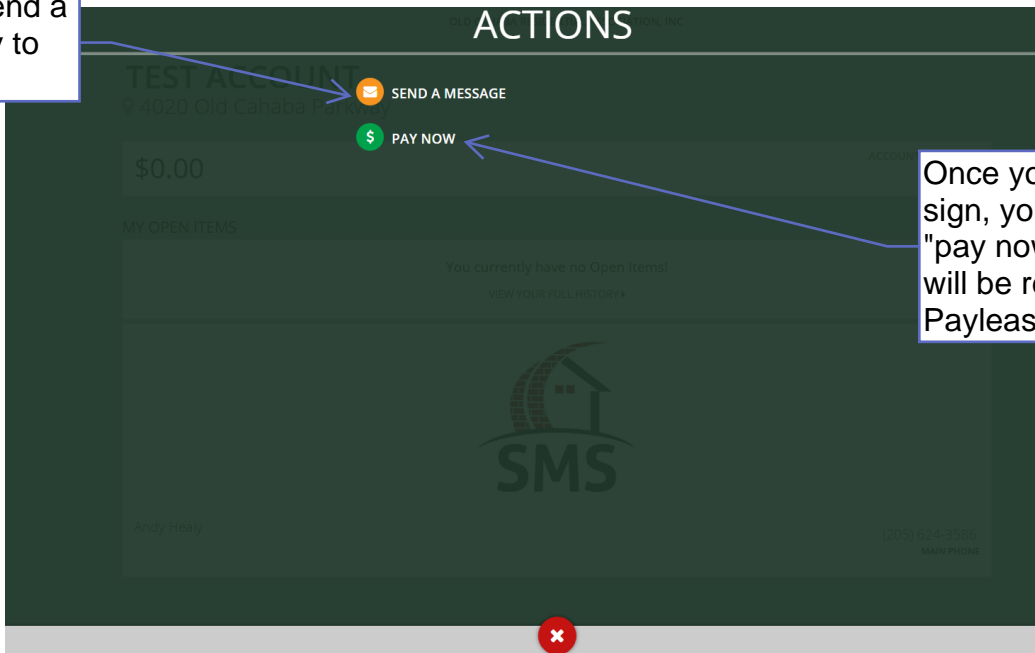
This is what the home page looks like once you log in.



Click here to see account history, violation history, and HOA Documents.

Click here to pay.

Here, you can send a message directly to SMS!



Once you click the "+" sign, you will click "pay now" and you will be redirected to Paylease.

# LOGGED IN... HOW DO I PAY?

Log in or Register to Pay Now

If you used Paylease last year, you will be a returning user and can go ahead and log in.

**Returning Users**

Email:

Password:

**LOGIN**

[FORGOT YOUR PASSWORD](#)

**New Users Registration**

If you have never used Paylease, you will enter your account number here. Your account number is your address abbreviated. It is also located on your statement.

Account Number: \*

\* This information is required.

**Proceed with Registration**

Questions? ☎ 866-729-5327  
Need Help? Visit our FAQs



[ABOUT SSL CERTIFICATES](#)

Log in or Register to Pay Now

**Returning Users**

Email:

Password:

**LOGIN**

[FORGOT YOUR PASSWORD](#)

**Complete Your Registration**

Your name should be here. Click it.

Please select your name from the list: \*

Example

If your name is not in the list, please contact your Management Company for assistance.

Email: \*

Password: \*

Confirm Password: \*

How did you hear about Online Payments:

Enter your email address and password. This can be the exact same as your TOPS log in information, if you want.

I have confirmed the name on the account is correct and I agree to the [terms and conditions of use](#). \*

\* This information is required.

Questions? ☎ 866-729-5327  
Need Help? Visit our FAQs



[ABOUT SSL CERTIFICATES](#)

# LOGGED IN... HOW DO I PAY?

Click here to pay your annual dues.

Home One-Time Payment **Recurring Payment** Payment History My Payment Accounts My Profile Help

Property:  
Lake Cyrus Master Owners Association, Inc  
Property Management Co:  
Selective Management Services (TOPS One)  
[Manage Accounts](#)

Account Number: 1640LCCD@LCMO Association: Lake Cyrus Master Owners Association, Inc

**Make a Payment Now**

Payment Amount: \$

**MAKE ONE-TIME PAYMENT**

**Want to set up automatic payments?**  
Schedule an AutoPay at the frequency of your choice.  
**GET STARTED**

**Manage Accounts**

Account #	Unit	Association
There are currently no accounts linked.		

**MANAGE ACCOUNTS**

**Recent Payment History**

Trans #	Date	Amount	Status
There are currently no Payments			

**Active AutoPays**

Amount	Account	Debit Day	Freq
<a href="#">Click here to set up a new AutoPay.</a>			

**Callout Box:**  
If you are on a payment plan (A fully executed copy in the office of SMS) you can set up recurring payments here.  
\*If we do not have a FE Payment Plan and you do recurring payments, you will be charged collection fees.

You can use your banking information (Routing number and account number needed) at a flat rate cost of \$2.95.

If you use a credit or debit card, it will be an additional cost of 3.25% of the total amount.

## Example:

**Dues are \$315**

**E-check (Bank Info. Used) \$315 + \$2.95= \$317.95**

**Credit/Debit \$315 + \$10.24 (3.25% of 315) = \$325.24**