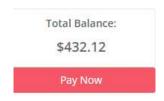


## **Common Development Management Inc.**

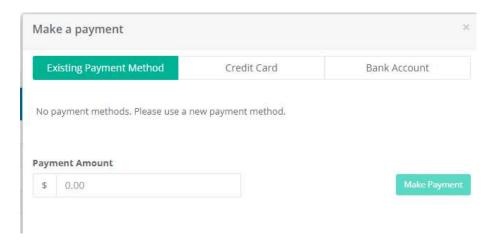
1220 Diamond Way #130 Concord, CA 94520 925-682-6012 www.cdmgmt.net

## Online Payment Instructions Through Topsoft Portal

- You should receive an invitation to register for the portal at portal.topssoft.com. If you have not received an emailed invitation, please email the bookkeeper at <a href="mailto:bookkeeper@cdmgmt.net">bookkeeper@cdmgmt.net</a>. Or phone at (925) 682-6012, ext. 1.
- Please access the portal at <u>portal.topssoft.com</u> and log in to your account.
  At the top right of the screen there is a box that shows the total balance due. Click on the red box labeled Pay Now.



A new box will pop up labeled Make a Payment



• Enter either the credit/debit card information or the banking information and the payment amount, select make payment.

Please note there will be a convenience fee of \$2.95 when making a one-time payment with your bank routing and account number. If payment is made using a credit/debit card, there is a 3.5% fee by the processing company.