



Common Development Management Inc.

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Online Payment Instructions Through Topsoft Portal

- You should receive an invitation to register for the portal at portal.topsoft.com. If you have not received an emailed invitation, please email the bookkeeper at bookkeeper@cdmgmt.net. Or phone at (925) 682-6012, ext. 1.
- Please access the portal at portal.topsoft.com 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.

Total Balance:
\$432.12

Pay Now

- A new box will pop up labeled Make a Payment

Make a payment

Existing Payment Method Credit Card Bank Account

No payment methods. Please use a new payment method.

Payment Amount

\$ 0.00

Make 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.