

The Online Portal is an easy, fast, and secure way to pay dues and other charges online, view payment history, and submit architectural reviews.

Access your Online Portal from any mobile device by downloading the mobile app



Or use this link: https://sopak.appfolio.com/connect/users/sign_in

If you see a message stating you cannot make online payments, please contact SOMAK

Make a One-Time Payment

- Once logged in, you will land on the **Home** tab where you can view your current balance owed and details of current and future charges broken down by month.
- Click **Pay Now** to make a one-time payment.
- Select your preferred payment method: **eCheck** (direct withdrawal from bank account, free to use) or use a **Credit or Debit Card** (*transaction fees apply for credit or debit cards*).
- **Pay Now** - Continue through the steps to submit a payment directly to your community association. You will receive a confirmation email once the payment is successfully submitted, although this does not mean it has cleared your bank account yet. If you do not receive a confirmation email, you did not fully complete all necessary steps to submit the payment.

Set Up an Auto Payment

- Once logged in, you will land on the **Home** tab where you can view your current balance owed and details of current and future charges broken down by month.
- Click **Set Up Autopay** to create an automatically recurring payment.
- Select your preferred payment method: **eCheck** (direct withdrawal from bank account) or use a **Credit or Debit Card** (*transaction fees apply for credit or debit cards*).
- **Pay Now** - Continue through the steps to submit a payment directly to your community association. You will receive a confirmation email once the payment is successfully submitted, although this does not mean it has cleared your bank account yet. If you do not receive a confirmation email, you did not fully complete all necessary steps to submit the payment.

Edit or Delete an Auto Payment

Please note, once an auto payment is submitted for the month you cannot make changes to it. These instructions help you update the details of the auto payment that is submitted each month such as amount and date.

Once your auto payment is set up, the details are displayed in the **Home** or **Payments** tabs in the **Scheduled Payments** section.

- To skip the next month's payment, click **Skip this payment**. The auto payment will resume after the skipped month.
- To update the payment name, bank account or credit card, click **Edit** in the **Scheduled Payments** section. Update the necessary information, then click **Update**.
- To change the date the payment processes each month, you must delete and recreate the auto payment. Click **Delete** in the **Schedule Payments** section, then return to the Home or Payments tabs to create a new auto payment.
- To completely delete an auto payment, click **Delete** in the **Schedule Payments** section on the Home or Payments tabs