Resident Portal: Account History & Making a Payment

Southpaw Village resident portal (Active Building) — Payments section

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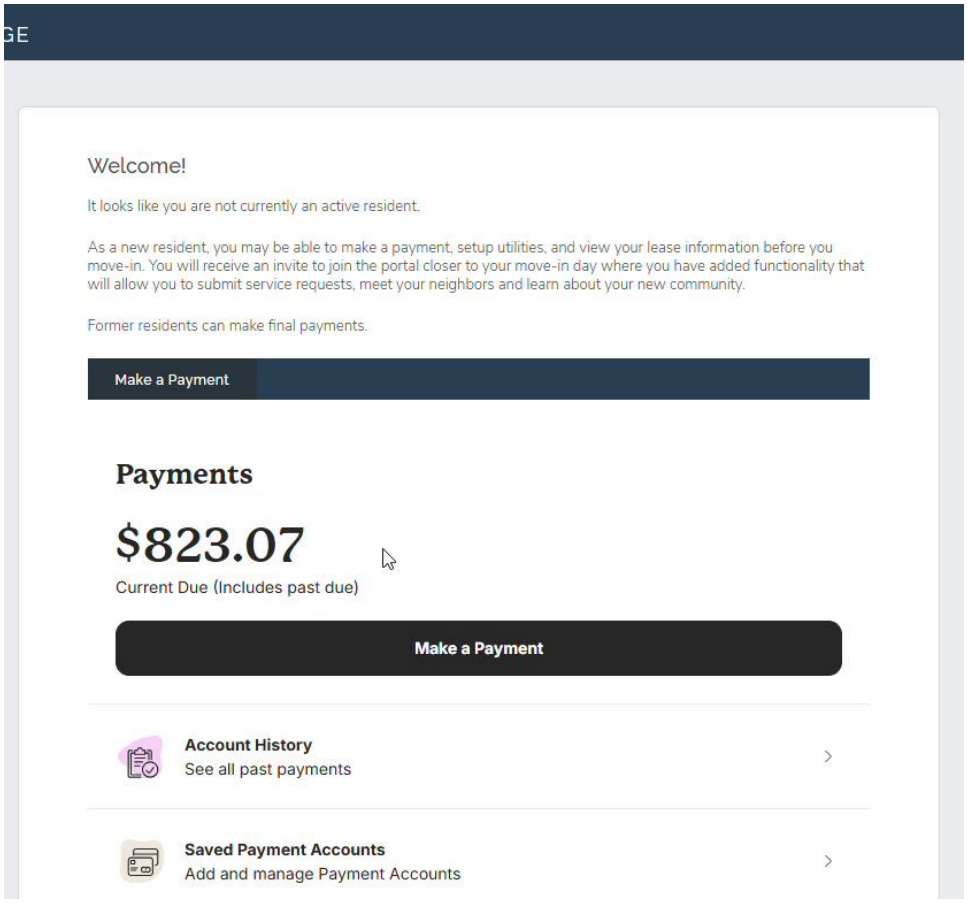
Part 1 — Viewing your account history

Step 1. Start on the Payments screen

The Payments screen shows your balance at the top, labeled Current Due (includes past due), with a Make a Payment button beneath it. Below that are two rows: Account History and Saved Payment Accounts.

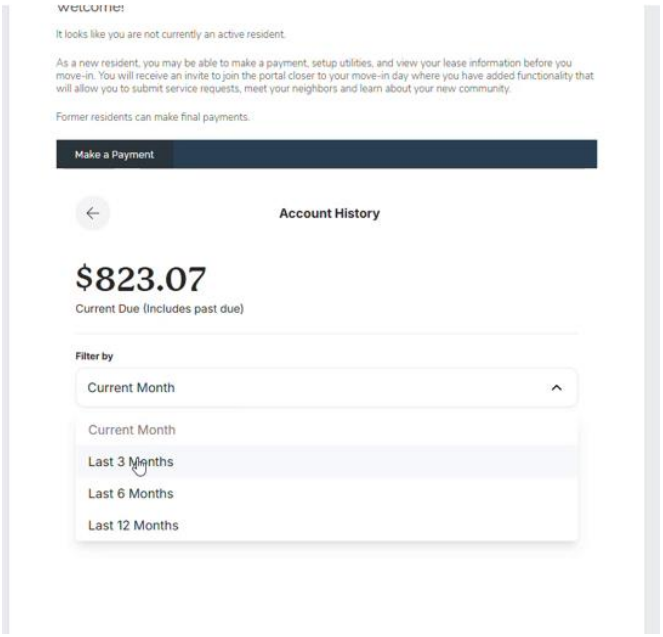


The Payments landing screen.

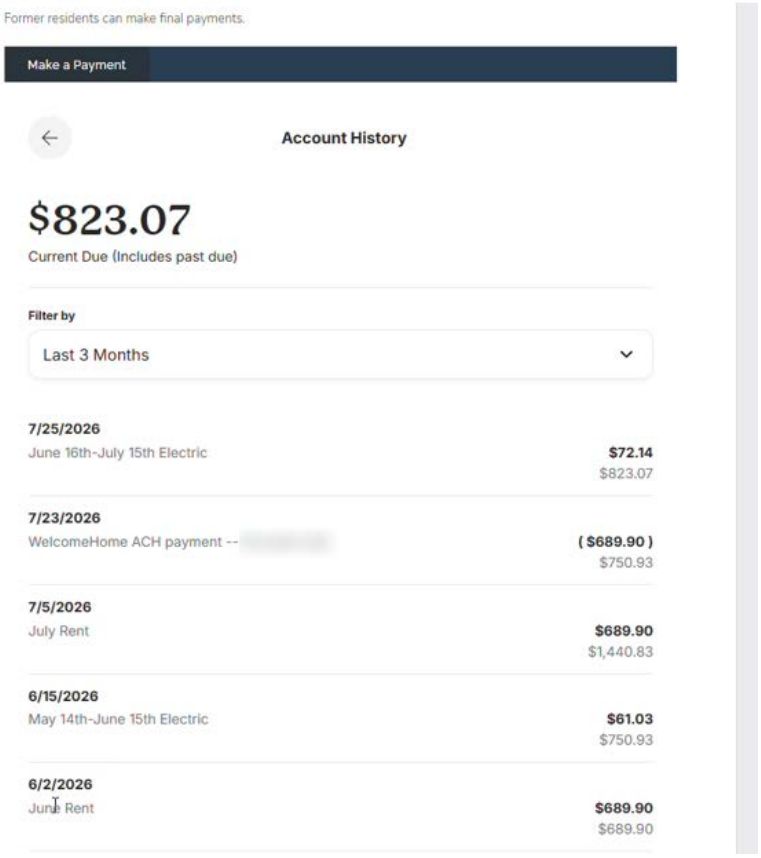
Step 2. Click “Account History”

The panel switches to Account History, with a back arrow at the top left. It opens filtered to Current Month, which in this example shows only a Beginning Balance line.

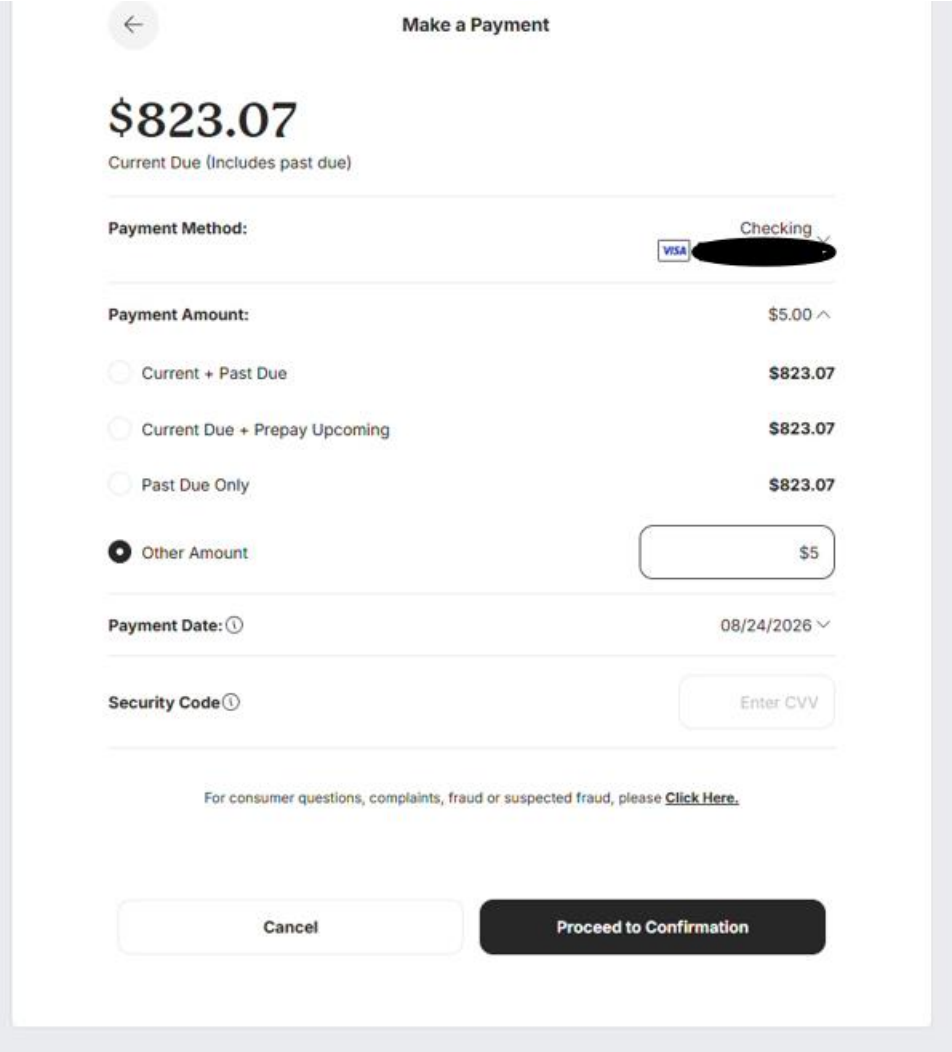
Step 3. Open the “Filter by” dropdown



Step 4. Select the range you want — for example, “Last 3 Months”



Part 2 — Making a payment

Step 7. Click “Make a Payment” & choose your payment amount

- Current + Past Due — the full balance owed
- Current Due + Prepay Upcoming
- Past Due Only
- Other Amount — a partial or custom payment **(Recommended for monthly payments)**