



Security Measures in TOPS Community Web Sites

Anytime one deals with Internet communication, security is a key factor. We at TOPS Software work hard to ensure that your data is secure, whether that is inside our software products, or once your data gets uploaded to a community web site, and every step between. Below are the key security features related to the TOPS Community Web Site Service:

Data Transfer Security:

- The data transfer process is handled via a scheduled connection, which must upload the owner data files and then activate a special program to load this data on your website. As such, there is no direct communication between TOPS 2000™ and your web site server, so at no time are web site visitors ever accessing data stored directly on your local servers.
- Before the data transfer process begins, community data is encrypted and compressed. This process of sending encrypted data packets means that even if someone were to intercept the data during the transfer process, they would be unable to access it without the proper decryption algorithms.
- The level of backwards communication between the web sites and TOPS 2000™ is limited to a specific data set defined by our programmers. TOPS 2000™ will not accept any data transferred from the websites that is outside of these parameters. This means that data cannot be mass loaded into TOPS 2000™ from the website. *There is NO transfer of accounting data from the website to TOPS 2000™.*
- TOPS 2000™ does not upload any sensitive owner information (such as bank account or credit card information).

Web Site Security:

- Each resident within the association is given a unique login and password to the site - these passwords are generated from within TOPS 2000™, and are given to the residents via a form letter, or via email.
- Each owner can only access information based on his or her security level and login/password ID. The security levels are defined on a per community basis, so some allow all residents to add their own garage sales and homes for sale while other just allow residents to view and never edit.
- Up to 99 security levels may be defined in your community web site. Every feature contains two security settings: Viewable, and Editable. Current Security settings may be viewed from the Statistics Menu under the Admin Only heading.

Network Security:

- We employ certified security professionals who are specifically assigned to network security.
- The latest in patches, hot fixes, access control lists, intrusion detection devices, firewall appliances, and security applications are deployed within the network architecture to ensure that clients enjoy a safe and secure hosting environment.
- By using a combination of "tried and tested" network security procedures, we ensure that all of our security efforts are implemented timely and effectively across our networks' first-class infrastructure.

Physical Security of the Servers:

- We work closely with leading security engineering firms throughout the United States to develop and maintain the latest in physical security devices and procedures.
- Armed guards, microchip badge readers, biometric scanning devices, and two (FDIC approved) bank vaults are utilized to heighten physical security and prohibit unauthorized intrusion.
- Strategically deployed within multiple data centers are motion and heat sensors to ensure a secure and safe operating infrastructure for servers and electronic components.
- Additionally, one-way glass and surveillance cameras are installed, as needed, to encompass a truly secure 360 degree physical environment for our world-class clients.