

#### WELCOME TO YOUR NEW OWNER PORTAL

The following pages include step-by-step instructions, with screenshots, on how to use the new Owner Portal for the following processes:

- How to Book an Owner/Owner Guest Reservation - How to Modify or Cancel Owner/Owner Guest Reservations - How to Download Owner Statements

### Prior to using Owner Portal you will FIRST need to register and reset your password.

#### Please see the document labeled "How to Register for Owner Portal" for step-by-step instructions.

Owner Portal is very easy to use, however if you should have any questions please call us and we will be happy to assist!

# How to Book an Owner or Owner Guest Reservation

- 1. Click on the "Calendar" link on the left side of the Owner Portal.
- 2. Find your dates on the calendar to make sure they are available.
- 3. Click on the blue "Create Reservation" button.

escapia	Calendar 📼							
Test Condo #1	MONTH YEAR CREATE RESERVATION							
dada Calendar	October 2017							
Listing Settings	SUN	MON	TUE	WED	тни	FRI	SAT	
Owner Settings	1	2	3	4	5	6	7	
- sign out								

- 4. Enter your Check In and Check Out dates.
- 5. Select your Stay Type as either "Owner" or "Guest of Owner".
- 6. Select the number of Adults and number of Children in your party.
- 7. Enter your Reservations Notes, i.e. cleaning requirements, keys, owner guest, phone number, and click "Save Reservation".

escapia	Calendar			
Fest Condo #1	MONTH YEAR			
Messages (14)	Add Reservation			
dada 23. Calendar	Check In	chi <b>na</b> -		
Listing Settings	Check Out	- <b>-</b>		
Owner Settings	Stay Type	- SELECT - +	. •	
🔹 Sign Out	No of Adults	Owner Guest Of Owner	÷	
	No of Children	- SELECT - +	· ·	
	Reservation Notes			
	*It may take up to 60 sec	onds for a new rese	rvation to appear i	the calendar.

## How to Modify or Cancel an Owner or Owner Guest Reservation

- 1. Click on the "Calendar" link on the left side of the Owner Portal.
- 2. Click on the reservation you would like to edit or cancel.
- 3. Select to either "Cancel Reservation" or "Edit Reservation".

Mammoth Sierra Reserval	lions	Reservation Detail	s : Joe Smith			
escapia	*It may take	Joe Smith				
Test Condo #1		Folio Nights Check-In	RES-22600 3 2017-11-06	_		
Calendar	Novemb	Check-Out			04 04	
/ Owner Settings	5UN 29	30	and an and a second second second	2	1	8AT
Sign Out						
	5	See Series - 3	16.24	•	10	

#### Note when you "Edit Reservation" you need to enter a Reason in order for the "Save" button to highlight.

# How to View your Reservation Confirmation Emails

- 1. Click on the "Messages" link on the left side of the Owner Portal.
- 2. A new message will appear when you book, edit or cancel an Owner or Owner Guest reservation.

escapia	Messages c		
est Cor	+ NEW AII	✓ Keywards	
Messages (15)	Show Unread Messages		
Calendar	-		
Listing Settings	-		
Øwner Settings	Owner Action: Nancy Murphy created a reservation type	of: 'Owner Stay' on Test Yearestay	
Sign Out	Mammoth Sierra Reservations has sent a new document to y	our owner portal IB-Am2017	٥
	Owner Statement (2/1/2017 - 2/28/2017)	14-Age 2017	0

### How to Download Owner Statements

1. Click on the "Messages" link on the left side of Owner Portal.

2. Using the drop down in the middle of the screen, select "Statements".

3. Click on the box labeled "OWNER" to down load the Owner Statement.

