



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.

Mammoth Sierra Reservations

escAPIA

Test Condo #1

Messages (14)

Calendar

Listing Settings

Owner Settings

Sign Out

Calendar

MONTH YEAR CREATE RESERVATION

October 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14

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”.

Calendar

MONTH YEAR

Add Reservation

Check In

Check Out

Stay Type

No of Adults

No of Children

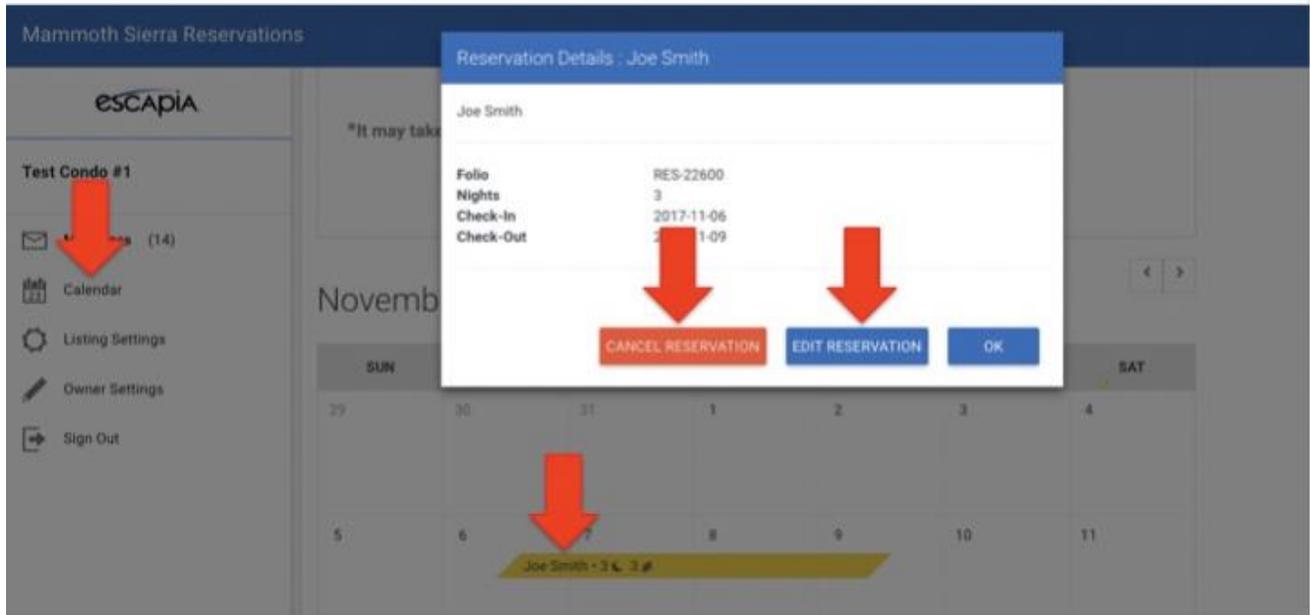
Reservation Notes

*It may take up to 60 seconds for a new reservation to appear in the calendar.

SAVE RESERVATION CLOSE

How to Modify or Cancel an Owner or Owner Guest Reservation

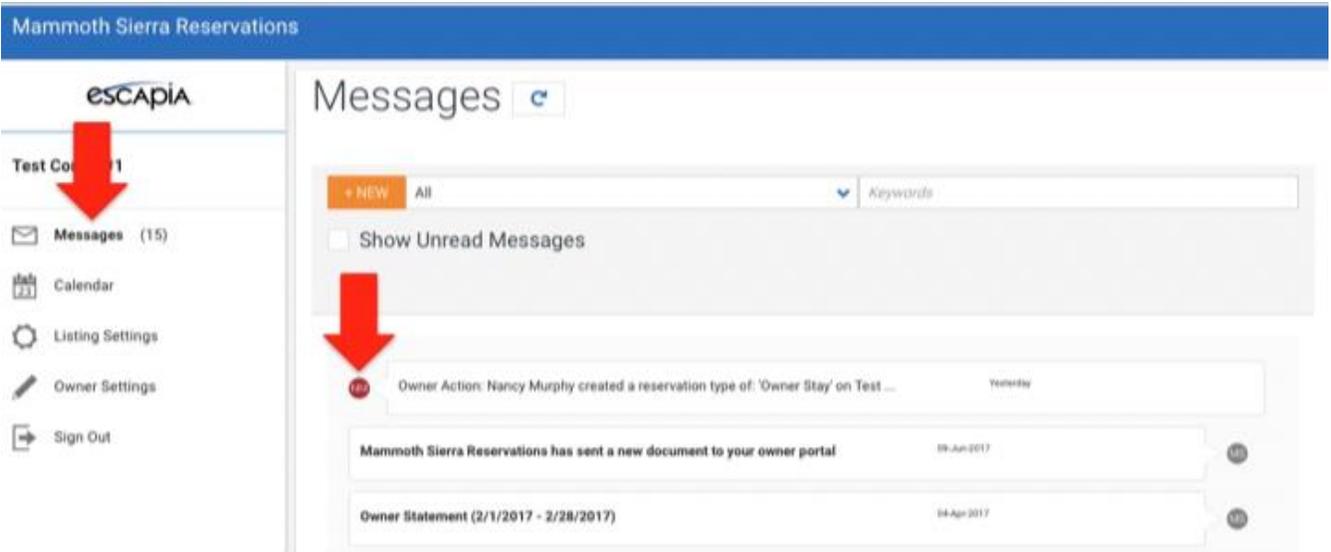
1. Click on the “Calendar” link on the left side of the Owner Portal.
2. Click on the reservation you would like to edit or cancel.
3. Select to either “Cancel Reservation” or “Edit Reservation”.



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.



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 download the Owner Statement.

