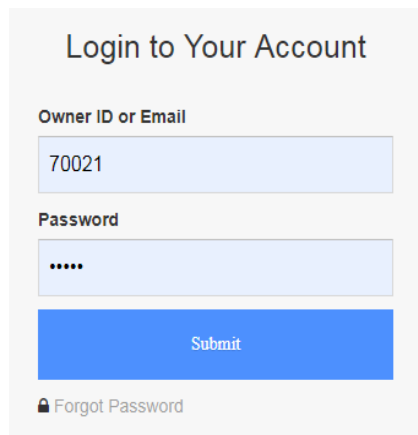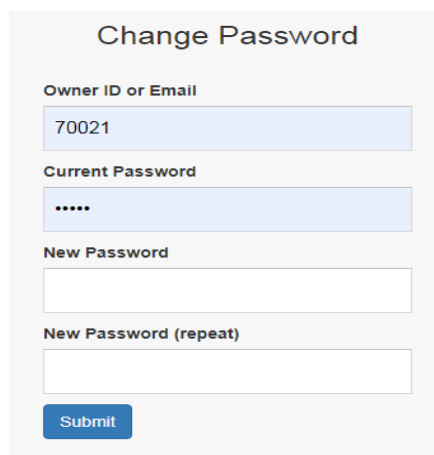# Connecting to the OWNER PORTAL

- Every Owner has been assigned distinct login credentials to use to connect to our OWNER PORTAL for the first time.
- Connect to the OWNER PORTAL at the website http://sandysquareresort.com
- Once you reach the website, click on **OWNERS LOGIN.** On the drop-down Click on **OWNERS PORTAL.**
- You should then see this image on your Login screen.

- Your login credentials will consist of:

    - Owner ID: Use the primary email address you have provided to us. If you have not yet provided us with an email address, and you would like to connect to the Owner Portal call Goodmanagement's Owner Services at (866) 875-1383. or send an email to **sandysquare@goodmanagement.com** with the Subject line "PORTAL".

    - Initial Password: Your initial password is **psw**.

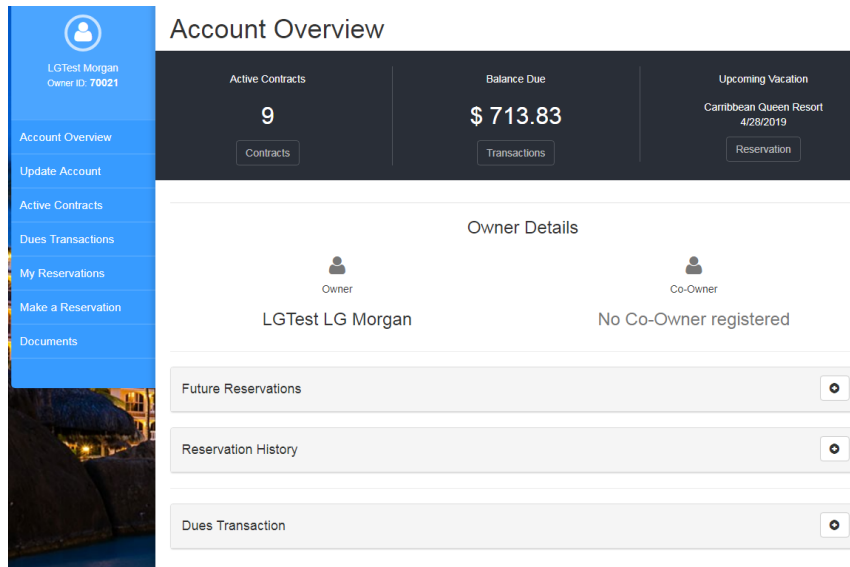# Once you are connected to the OWNER PORTAL

After you log into the Owner Portal, you will see the different options available:

Each module has its own function.

- <u>Account Overview</u> – Shows an overview of upcoming reservations and any balance due on Maintenance Fees.
- <u>Update Account Option</u> – Allows you to update your contact information - your address, email and phone number.
- <u>Active Contracts</u> – Shows all active contracts
- <u>Dues Transactions</u> – Shows current Maintenance Fees billed and paid. Statements can also be printed.
- <u>My Reservations</u> – Lists future and past reservations
- <u>Make a Reservation</u> – Allows you to make a Usage or a Non-Usage reservation. – THE AUTOMATED RESERVATION FUNCTION IS NOT YET AVAILABLE.