

The instructions below will walk you through:

### **Reserving your unit; Accessing Statements and 1099s to View, Print and/or Share; Making Online Payments**

If you are having issues with information pulling up incorrectly, please try **clearing your cache/browsing history**.

#### **To reserve your unit:**

Log into the portal [www.vailresortshomeowners.com](http://www.vailresortshomeowners.com)

- Choose the unit you would like to reserve in the drop down in the top right (If your unit has more than one door, choose the unit with the unit type that indicates both or all units for example (KD+PR) or (QQ+KD+PR) or (SD+QQ) or (1BR+KD) and so on..... if you want the entire unit, if you only want a portion, choose just that room.
- If you own more than one quarter, choose the correct quarter. If you are booking over two quarters, book one reservation, then send me the dates of the other quarter you want added to the reservation.
- On the left click the Calendar Icon/New Reservation
- Choose Booking Type- Owner Booking or Friend of Owner Booking
- If you own more than one quarter, and are booking over two quarters, book one reservation, then send me the dates of the other quarter you want added to the reservation.
- **AT THIS TIME, OWNERS CANNOT CHOOSE FRIDAY CHECK OUT; CHOOSE THURSDAY AND EMAIL [donna.d.sheeran@vailresorts](mailto:donna.d.sheeran@vailresorts) TO CHANGE TO FRIDAY CHECK OUT**
- On the calendar, the available **nights** will be green choose the check in date; choose the checkout date; (if the checkout date is a Friday it will be a gray, because you do not own that night) click it anyway. (If you click any night other than Friday, you are not able to change it and will need to start over) It will show in the checkout date at the top of the calendar; choose your options and Click **"SEARCH"**
- Fill in options and Scroll to the bottom of the page and Click the green bar **"BOOK RESERVATION"**

Anything the system does not allow you to book, send me an email and I am happy to assist.

#### **For Financial- Statements and 1099 tax forms:**

- Log into the portal [www.vailresortshomeowners.com](http://www.vailresortshomeowners.com)
- Choose the unit you would like information for in the drop down in the top right; you must choose the unit with the unit type that indicates both or all units for example (KD+PR) or (KD+PR+QQ) or (SD+QQ) or (1BR+KD) and so on..... If you do not choose the whole unit, no statements or tax documents will appear
- Choose the \$ Icon
- Choose PM Statements in the dropdown box at the top left of the page for statements. Page two of the November statement backs up the 1099  
Choose PM Tax Documents in the dropdown box at the top left of the page for your 1099. Only the primary email has access to the tax documents.

#### **Making on line payments:**

- Log onto the portal [www.vailresortshomeowners.com](http://www.vailresortshomeowners.com)
- Click the Financial or \$ tab

- Under "Choose an action" click the dropdown and choose "PM Balances". You will see the current balance.
- Click the red button "Pay Balance"
- Enter Unit #/Member # (this is your unit number)
- Click "I'm not a robot"
- Enter all required fields
- Under "Payment Method" click "+Enter"
- Choose method and enter all required fields