

## There are 2 Logins on the new Website

**Note:** Full share owners have one login (1). Timeshare owners have two–step Login Process (1 & 2)

1. **Registered Owner Login** - To access the Owner Info OR the Timeshare Reservation System, you must first Log in as a Registered Owner. The first time you do that, you will be asked to provide your name, address, contact info and unit number. You will also be asked to provide a User Name – This could be your name, anagram or Unit #. You will then have to wait until the Office authorizes you as an Owner. As soon as they do, you will receive an email with an alphanumeric password which you can copy and paste to get into the Owner Info section where you can access various documents. If you are a timeshare owner, you can also gain access to the Time Share Reservation System (the big Red button)
2. **Timeshare Reservation System Login** - From the Owner Info page, hit the Red button to access the Reservation System where you can check on the status of your timeshare weeks, reservation requests, etc. To use this section of the site, **use the same user name and password you used on the old site.**

### **Directions for changing the supplied Registered Owner Password to One of Your Own Choosing**

- Use the supplied complicated password to get into the Owner Info page.
- Hit the second link on the left that reads "Change Registered Owner Password."
- A window pops up that says Change Password. Type in a New Password (whatever you like) and confirm it. Then Hit the Blue Button that says "Update Password"
- Pop-up window appears "Password changed successfully".
- You should also receive an email from Wordpress (the website host) that your Snowater password has been changed.
- The next time you go to the site, you should use your new self-created password to get into the Owner Info section. See screenshots below:

