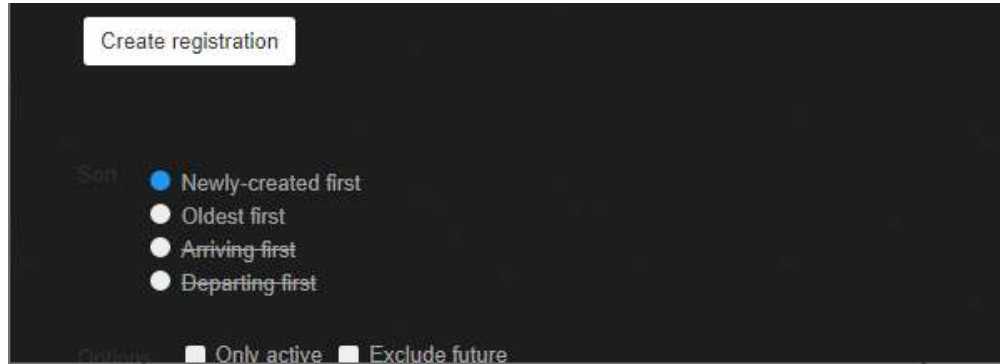


When you, as an owner, have someone visiting you while you are on property, you can create a visitor pass*. To maintain integrity in the system, this type of registration cannot be edited after completion. Once logged in, a list of your registrations will be displayed. Click the **Create Registration** button to begin creating a new registration.



The screenshot shows a dark-themed interface with a 'Create registration' button at the top. Below it, there are sorting options under the heading 'Sort':

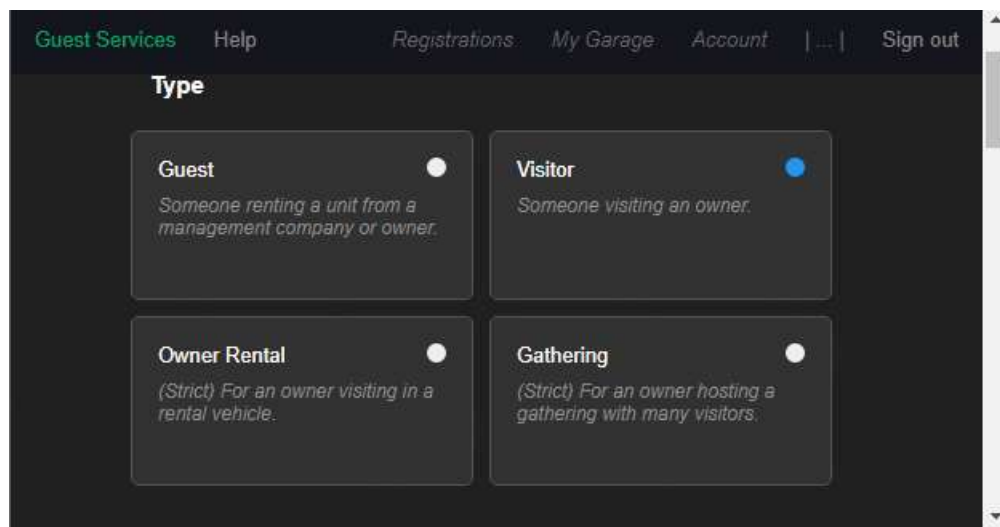
- Newly-created first
- Oldest first
- Arriving first
- Departing first

At the bottom, there are two checkboxes: Only active and Exclude future.

Select the **Visitor*** option for Type. The circle indicator will change colors to show which option you have chosen.

** Use of this registration for paying guests constitutes a violation of the Terms and Conditions of GuestSVCS and may result in actions being taken by GuestSVCS and/or the HOA.*

Scroll or Page Down to continue.



The screenshot shows a dark-themed interface with a navigation bar at the top containing 'Guest Services', 'Help', 'Registrations', 'My Garage', 'Account', and 'Sign out'. Below the navigation bar, the heading 'Type' is displayed. There are four selection cards:

- Guest**: Someone renting a unit from a management company or owner. (Unselected)
- Visitor**: Someone visiting an owner. (Selected, indicated by a blue circle)
- Owner Rental**: (Strict) For an owner visiting in a rental vehicle. (Unselected)
- Gathering**: (Strict) For an owner hosting a gathering with many visitors. (Unselected)

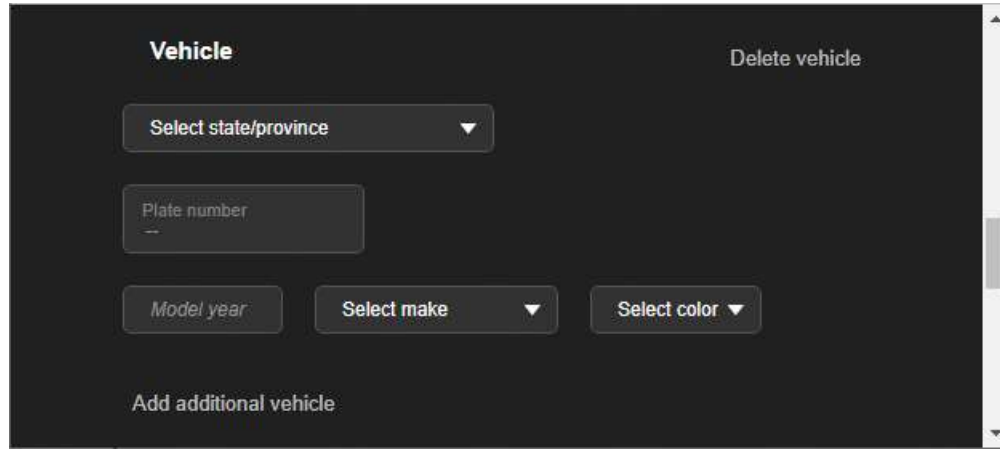
Enter the **First** and **Last** names, **Email**, and **Phone** number for the guest (owner email and phone cannot be used). Scroll or Page Down to continue.

The screenshot shows a web interface with a navigation bar at the top containing 'Guest Services', 'Help', 'Registrations', 'My Garage', 'Account', '|...|', and 'Sign out'. Below the navigation bar is a section titled 'Person' with four input fields: 'First', 'Last', 'Email', and 'Phone'. The 'Phone' field contains the number '(1234567890)'. The form is set against a dark background.

Select the applicable **Unit** number and input or select the **Dates** of stay (max. 30) using the calendar tool. Scroll or Page Down to continue.

The screenshot shows a web interface with a navigation bar at the top containing 'Guest Services', 'Help', 'Registrations', 'My Garage', 'Account', '|...|', and 'Sign out'. Below the navigation bar is a section titled 'Location' with a 'Select unit' dropdown menu. Below that is a section titled 'Date' with an 'Arrival' field containing '08/20/2022' and a calendar tool. The calendar tool shows 'August 2022' and has the date '20' selected. The form is set against a dark background.

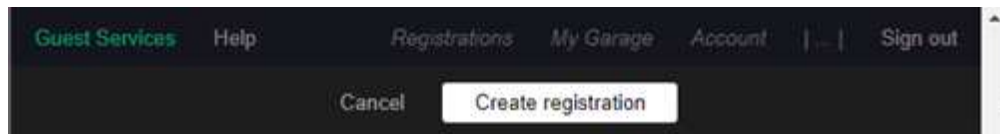
Enter vehicle information (all fields are required). Click **Add additional vehicle** if more than one vehicle will be on property. Scroll or Page Down to continue.



The screenshot shows a dark-themed form titled "Vehicle" with a "Delete vehicle" link in the top right. The form contains the following fields and controls:

- A dropdown menu labeled "Select state/province".
- A text input field labeled "Plate number" with a dash character below it.
- A text input field labeled "Model year".
- A dropdown menu labeled "Select make".
- A dropdown menu labeled "Select color".
- An "Add additional vehicle" button at the bottom left.

Click the **Create registration** button. The screen will refresh to present a summary of the visitor registration. The process is complete.



The screenshot shows a dark-themed navigation bar with the following items:

- Guest Services (highlighted in green)
- Help
- Registrations
- My Garage
- Account
- Sign out

Below the navigation bar, there are two buttons: "Cancel" and "Create registration" (highlighted in white).