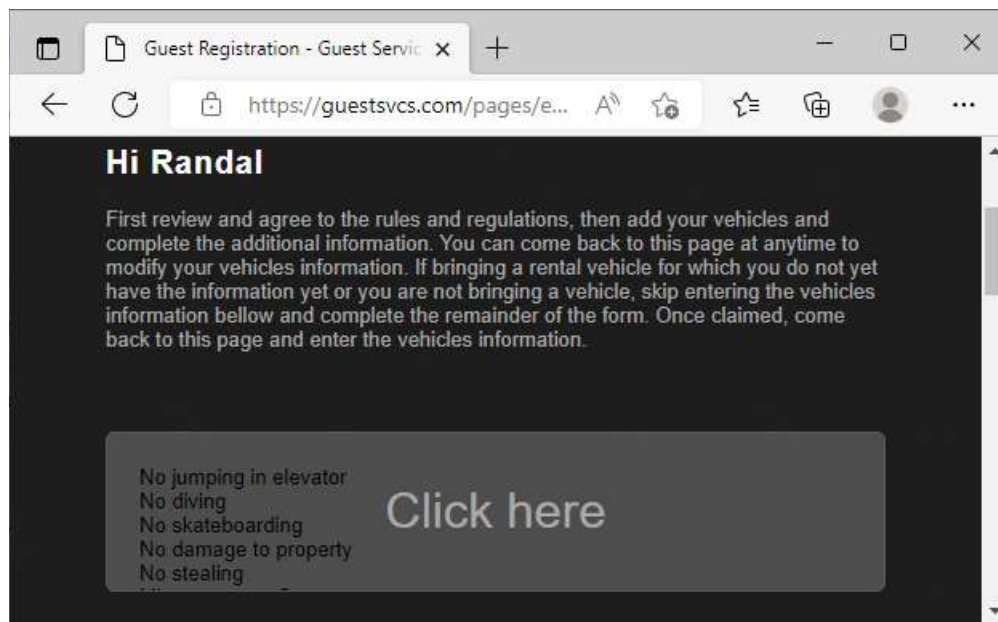


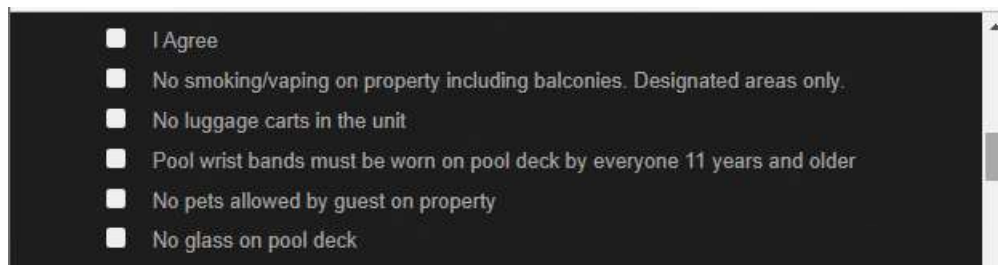
Guests cannot log into the GuestSVCS system. Instead, the system generates an email that contains a unique link for each guest registration. If the guest does not receive the email in their inbox, they should search for “guestsvcs.com” in all folders including deleted, trash, spam, and junk folders. If the email is not found, they will need to contact the rental agent who created the guest registration.

We recommend that guests complete registration upon receipt of the email as some HOAs require completion prior to arrival on property. **NOTE: Registration and acknowledgement of Rules and Regulations is required of all guests, regardless of whether they will have a vehicle on property.** We also suggest that the guest retain the email as they can use the same link to update their registration after completion, if changes are needed.

When the guest clicks the link in the email, they are presented with the following screen. They must click on the **Click here** box to review the Rules and Regulations for the property, which will be presented in a separate window. After closing that window, Scroll or Page Down to continue.

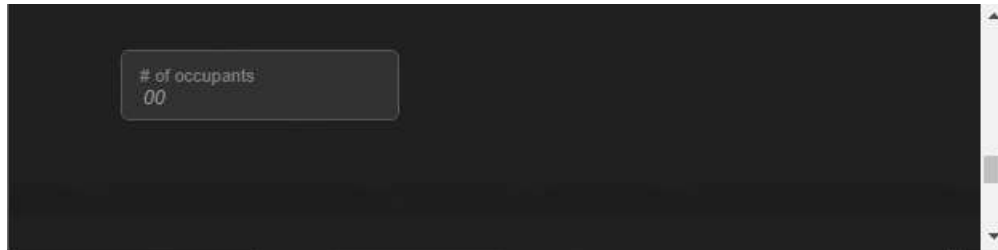


Guests must check the **I Agree** box signifying consent to the rules in order to proceed. This creates an electronic record of the guest reading and acknowledging the Rules and Regulations of the HOA. There may be other acknowledgement boxes required by the HOA as well. Scroll or Page Down to continue.

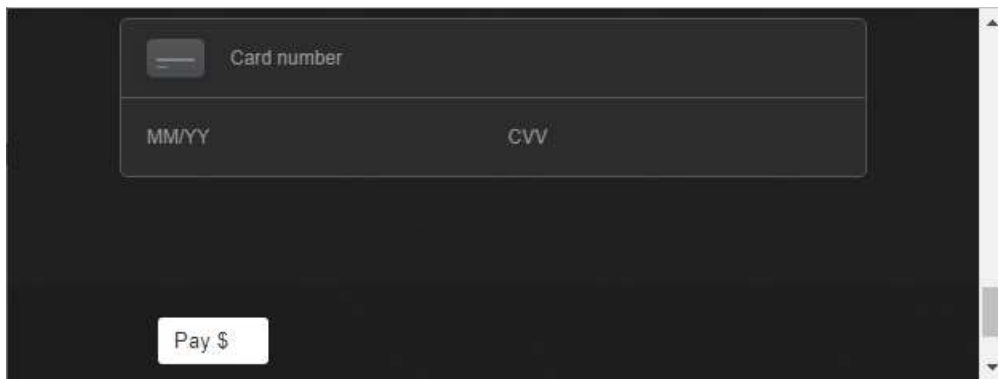


Enter all vehicle information. If the vehicle information is not known at this time, this section can be skipped for now. The guest can use the unique registration link from the email to update the vehicle information when it is known or to remove and/or add a vehicle in the future. Click **Add additional vehicle** if more than one vehicle will be on property.

Enter the **# of occupants** that will be in the unit. Scroll or Page Down to continue.

A screenshot of a web form on a dark background. A light gray rounded rectangle contains the text "# of occupants" followed by "00" on the next line. To the right of the form is a vertical scrollbar.

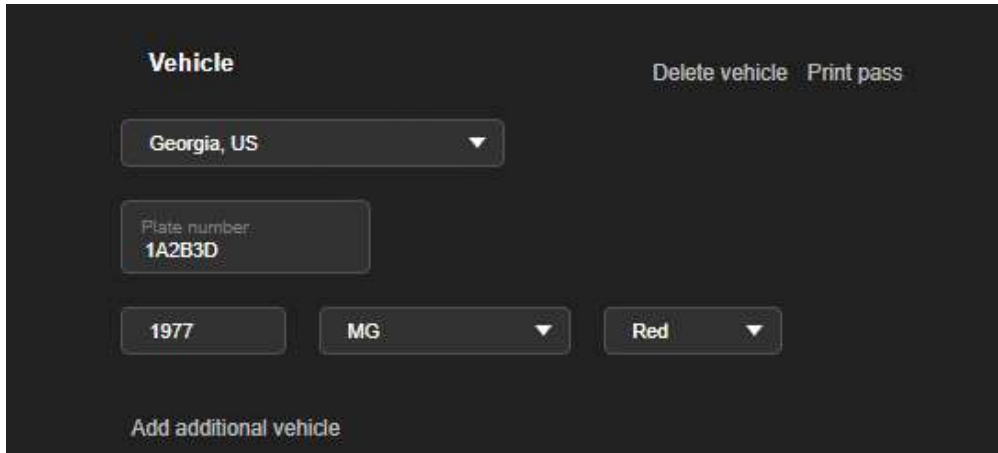
Input credit card information* – **Card number**, expiration (**MM/YY**), and **CVV** (three-digit code on the back of the card) – for billing. Click the **Pay \$** button to complete the registration process.

A screenshot of a web form on a dark background. It features three input fields: "Card number" (with a card icon), "MM/YY", and "CVV". Below these fields is a white button labeled "Pay \$". A vertical scrollbar is visible on the right side.

***NOTE:** All billing information is PCI compliant. The full credit card number is destroyed in GuestSVCS once it is sent to Square for processing.

The guest will receive a payment confirmation email from no-response@guestsvcs.com.

If your HOA has turned on the option to print vehicle passes, you may see the **Print pass** link after payment is complete.



Vehicle Delete vehicle [Print pass](#)

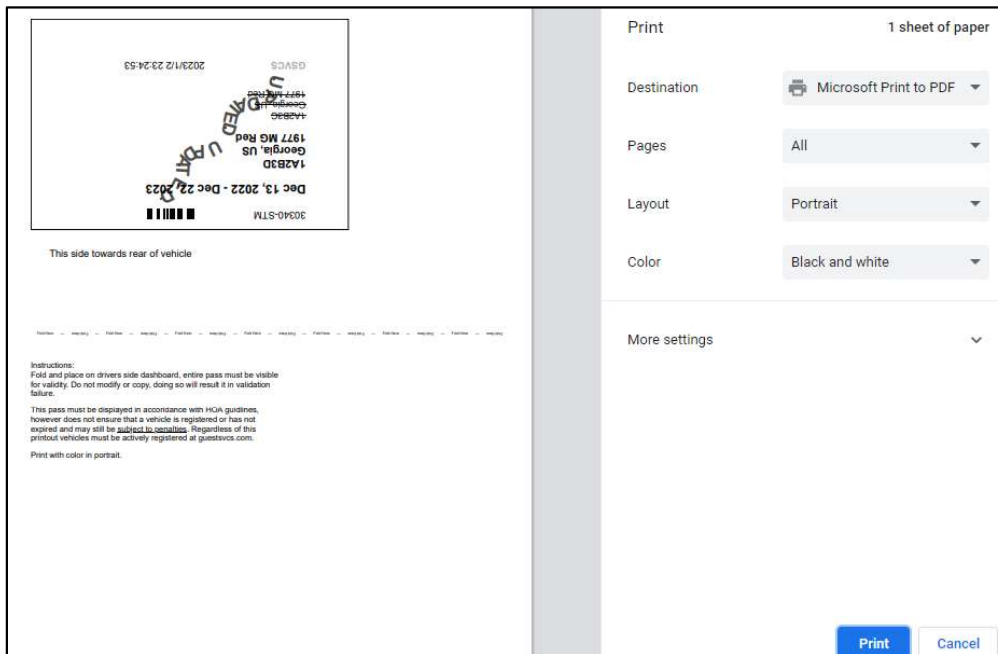
Georgia, US

Plate number:
1A2B3D

1977 MG Red

[Add additional vehicle](#)

This will bring up your computer's print dialogue to print out a copy of the system's vehicle pass.



Print 1 sheet of paper

Destination: Microsoft Print to PDF

Pages: All

Layout: Portrait

Color: Black and white

More settings

Print **Cancel**

Vehicle Pass Preview:

30340-STM
Dec 13, 2022 - Dec 27, 2023
1A2B3D
Georgia, US
1977 MG Red
1977 MG Red
1977 MG Red
2023/1/2 23:24:53

This side towards rear of vehicle

Instructions:
Fold and place on drivers side dashboard, entire pass must be visible for validity. Do not modify or copy, doing so will result in validation failure.
This pass must be displayed in accordance with HOA guidelines, however does not ensure that a vehicle is registered or has not expired and may still be subject to penalties. Regardless of this printout vehicles must be actively registered at guestsvcs.com.
Print with color in portrait.