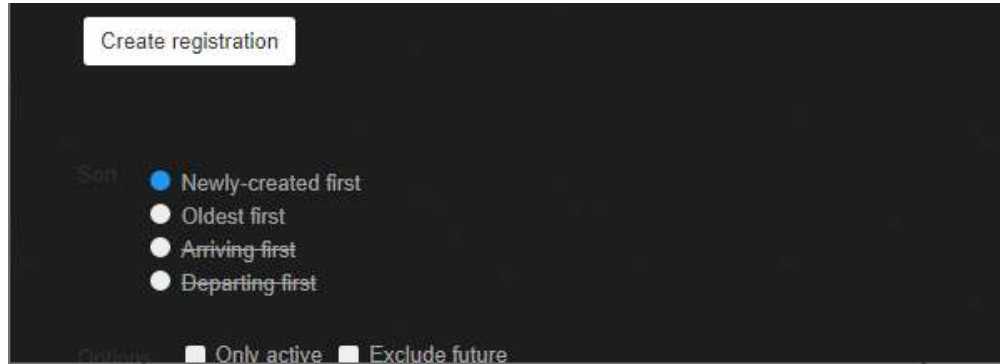When you, as an owner, have someone visiting you while you are on property, you can create a visitor pass*. To maintain integrity in the system, this type of registration cannot be edited after completion. Once logged in, a list of your registrations will be displayed. Click the **Create Registration** button to begin creating a new registration.
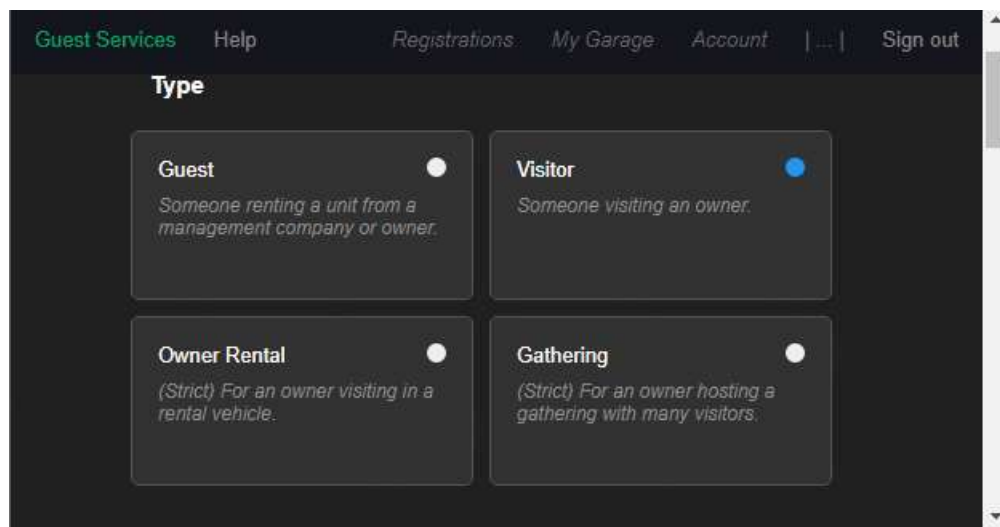
Select the **Visitor*** option for Type. The circle indicator will change colors to show which option you have chosen.

* 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.
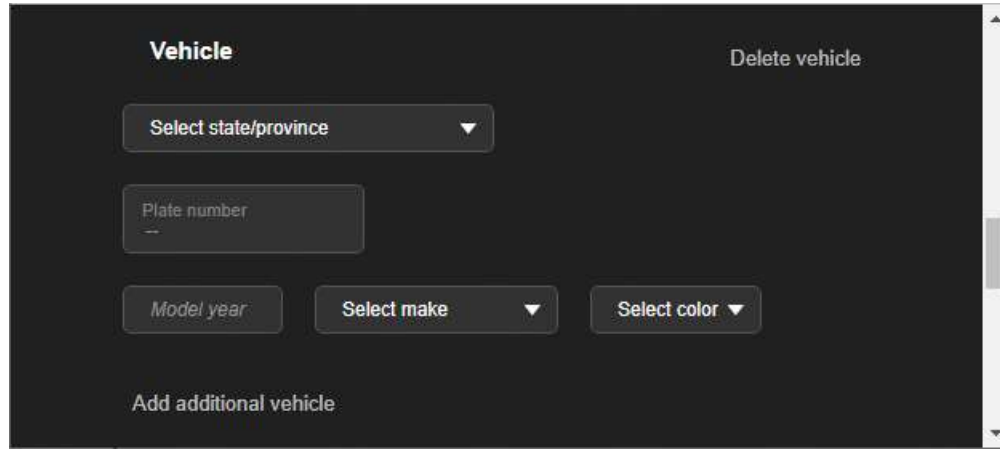
Scroll or Page Down to continue.

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.

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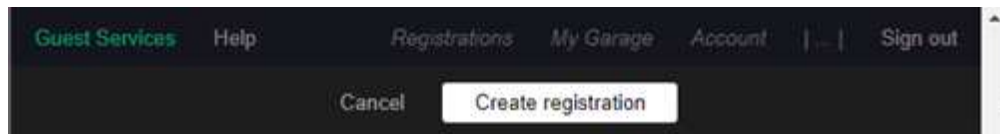
Enter vehicle information (all fields are required). Click **Add additional vehicle** if more than one vehicle will be on property. Scroll or Page Down to continue.

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