

Accessing Owner Monthly Statements Online

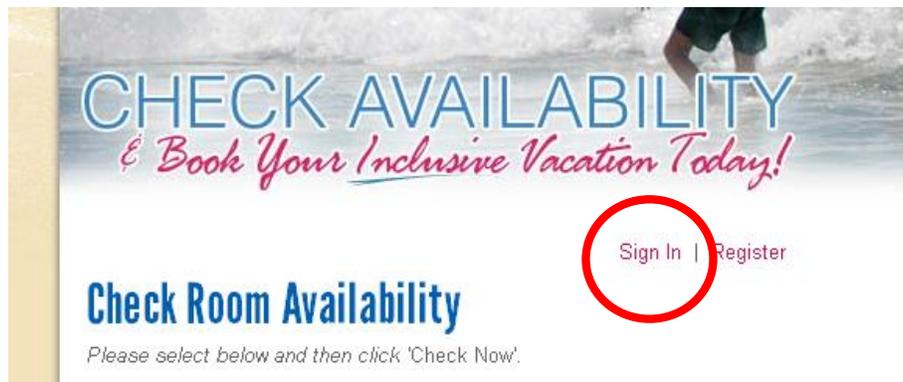
Quick Reference Guide

Introduction

This document outlines the steps involved in viewing Maestro's Owner Statements via the Reswave Owner Portal.

Logging in to the Reswave Owner Portal

1. Access your Property's website and follow the links to the Online booking screen. The webpage that appears next will have a "Sign In" button for you to select.



2. Enter your Email address and the Password provided.

A screenshot of a "Sign In" form. The title "Sign In" is in large blue font. Below it, the text says "Please sign in with your email address and password." There are two input fields: "E-mail" with the value "owner@sampleresort.cor" and "Password" with a masked password "*****". Below the fields is a "Sign In" button. At the bottom, there are two links: "Forgot your password?" and "New user? Please Register".



3. Once logged in, you are able to create reservations for your unit, view reports related to your unit and view Owner monthly statements.

Sample Owner ([Account Info](#) | [Sign Out](#))

User Account Information

From this page you can view your account information.
Click on the links to change information.

Owner Management

[Make Unit Reservation](#)
[Get Unit Reports](#)
[Document Links](#)

Room Booking

[Make Room Booking](#)

Contact Information

| | |
|------------|--|
| E-mail | owner@sampleresort.com |
| Guest Name | Sample Owner |
| Address | 175 Ridgestone Creek New York NY 25309 us |
| Phone | 212-555-5555 |

[Edit Contact Information](#)
[Change Password](#)

- **Make Unit Reservation** – follow this link to create a guest reservation for your unit.
- **Get Unit Reports** – this link allows you to view reports related to the unit (Future Use).
- **Document Links** – click here to see a list of published Owner statements.

4. Once you click on the "Document Links" you will see a list of published Owner Monthly Statements. Clicking on the link will open a new window and display the document.

Owner Document Links

Sample Owner ([Account Info](#) | [Sign Out](#))

2012

December

[Owner Statement for 12/31/2012](#)

2013

January

[Owner Statement for 01/31/2013](#)

February

[Owner Statement for 02/28/2013](#)