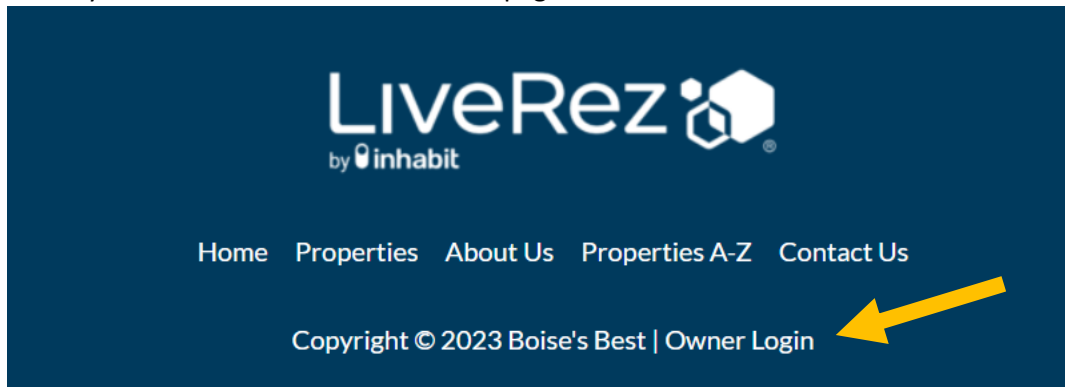


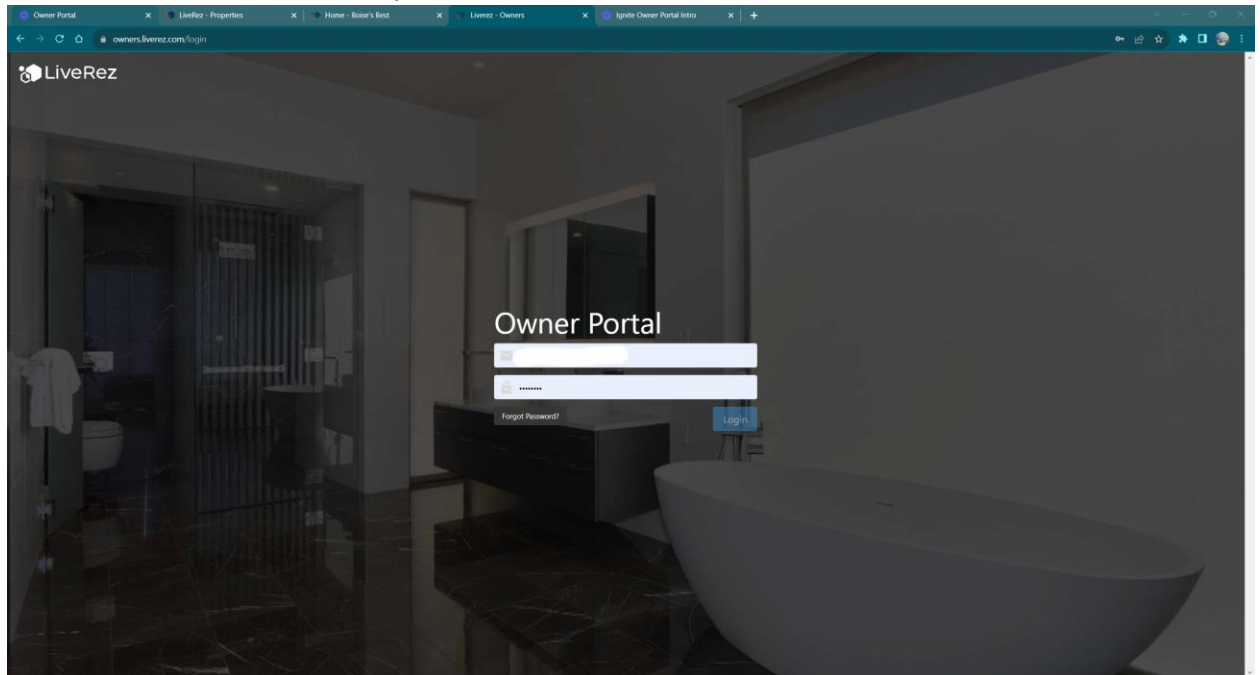
# Owner Portal Quick Steps

*Once your Property Manager has set you up in their system and provided your login information, you will log in in 1 of 2 ways:*

1. Go to your Property Manager's website and scroll down to the bottom of the home page to click on "Owner Login." Depending on your website layout it may be in slightly different locations but is always toward the bottom of the home page.



2. Go to [owners.liverez.com](https://owners.liverez.com) directly.



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Once logged in, it will display all properties that you own, and the company manages. If you own multiple properties, you will see those listed out and you can click on each one individually.

The property page will look like this:

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The screenshot displays the LiveRez Owner Portal interface for a property named "Mid Century Jewel". The top navigation bar includes "Properties", "Statements", and "Settings". The main content area features a "Future Bookings" tab selected, with sub-tabs for "Past Bookings", "Statistics", "Details", and "Charges". A date range filter is visible with "Start - End" and "Clear Date Range" buttons. Below this, a list of bookings is shown with columns for guest name, dates, and price. A calendar for July 2023 is visible on the right side. Yellow arrows point to the "Future Bookings" tab, the "View On Website" button, and the calendar.

Guest	Start Date	End Date	Price
Leslie Knope	Jul 30th	Aug 5th, 2023	\$7000.00
Chelsea Barker	Aug 27th	Sep 3rd, 2023	
Chelsea Barker	Sep 8th	Sep 10th, 2023	\$500.00
Chelsea Barker	Nov 22nd	Nov 26th, 2023	

**Future Bookings:** Displays all future bookings and can be filtered by date.

**Past Bookings:** Displays all past bookings and can be filtered by date.

**Statistics:** Shows a few statistics at a glance – Current Rates, Booking Revenue, Monthly Occupancy, and Reservation Sources.

**Details:** The listing details from your Property Manager’s website.

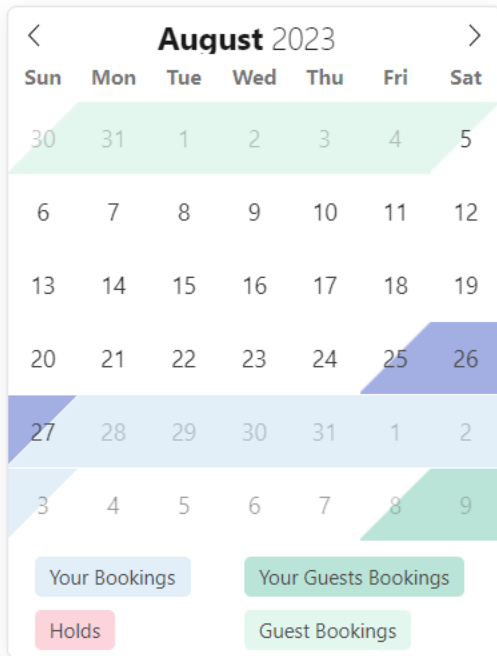
**Charges:** Recent charges from your Property Manager (Maintenance, Repairs, etc.).

**View On Website:** Clicking here will open the listing on your Property Manager’s website.

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On the next page, let’s look at viewing your calendar and submitting an owner booking.

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**Check In** Aug 25th, 2023 ✕

**Check Out** Aug 27th, 2023

**Adults**

**Children**

Owner Booking

Confirmation Email

**Note**

**Book**

This is pretty straightforward. You will select your check in and check out date on the calendar, and then the details section will open below the calendar.

In this screenshot, we selected August 25<sup>th</sup> through August 27<sup>th</sup>.

After that, you will fill out the remaining details and click Book to submit your owner reservation.

Toggling Owner Booking off will change the booking to an Owner/Guest reservation. Use this if you are making a reservation through the Owner Portal on behalf of one of your personal guests, like a friend or family member. When doing this, there will be more information to fill out like Name, Email, and what total rate your guest will be paying.

Lastly, you can enter notes here that will be added to the reservation for the Property Manager or Reservationist to see.

The calendar is color coded so you can see all upcoming bookings –

Light Blue = Owner Booking

Light Green = Guest Booking

Darker Green = Owner Guest Booking

Pink = Holds

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*Lastly, lets look at the Statements Tab.*

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[Download Latest Year End Statement](#)

Month ↓	Completed	Properties	Opening Balance	Closing Balance
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From the Statements tab, you can:

- See Opening and Closing Balance at a glance.
- View, download, and print past statements.
- Download your latest year end statement.

Lastly, the Settings tab is where you will go to change your password.