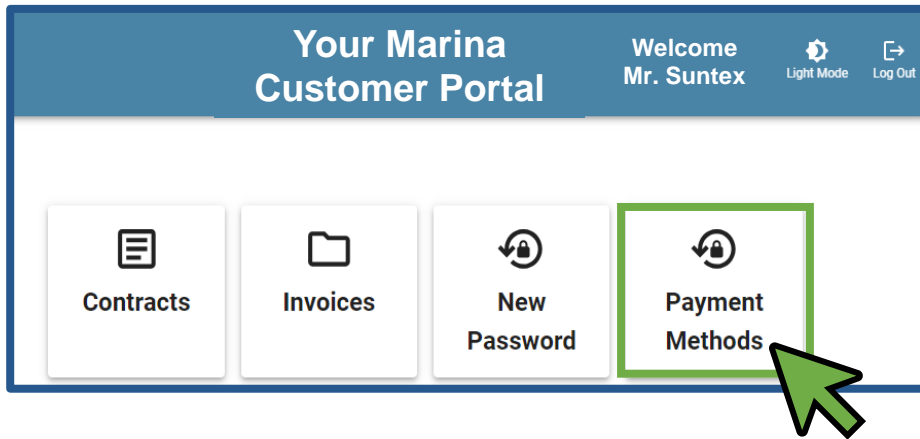


ADDITIONAL FEATURES

This guide will help you to navigate additional portal features, like managing payment methods & changing your password.

Managing Payment Methods

1. Click the **Payment Methods** icon shown on the home page of the portal.



Note: You can **edit or update** any of *your existing payment methods* that have been stored.

2. You can **add a Payment Method** by clicking the **Green Plus Sign** in the bottom, righthand side of the screen. Then, **enter your new payment information** in the field at the top of the screen.

3. If you would like to sign up for **Auto Pay** after you have entered your new payment method, please check the box that says **All** and **contact your marina team to let them know you would like to sign up for autopay**.

If you would like to **sign up for autopay using an existing payment method**, you can choose it from the drop down. Then, **call your marina team to let them know you would like to sign up for autopay**.

Note: If you do not contact your marina team, they will not be able to sign you up for autopay.

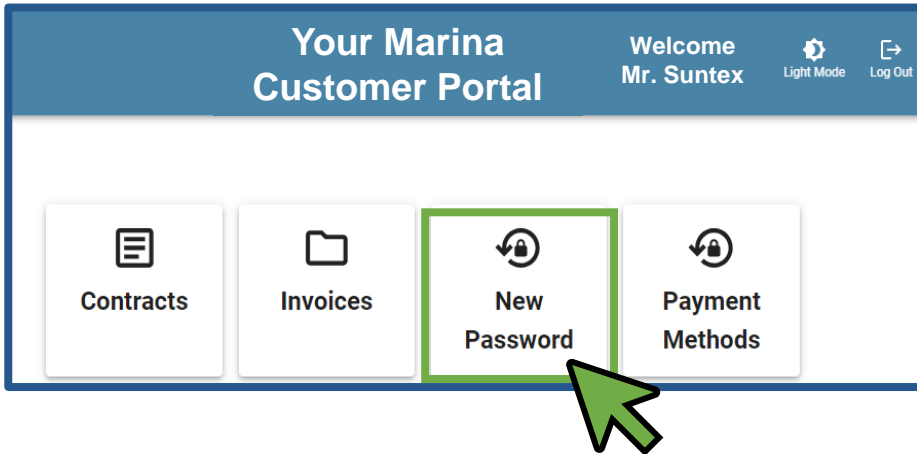


ADDITIONAL FEATURES

This guide will help you to navigate additional portal features, like managing payment methods & changing your password.

Setting a New Password

4. To reset your password, **Click the New Password icon** shown on the home page of the portal.



Please take a moment *before* entering your desired New Password, to ensure it fulfills all password security requirements

After you click **Submit**, you may use your **New Password** effective immediately.