

HOW TO NAVIGATE YOUR SUNTEX CUSTOMER PORTAL

This guide will help you get familiar with your Suntex Customer Portal and show you how to navigate its key features.

Manage your account, view statements, and make payments—all in one place!

Navigating the Portal

Visit your marina's website and click on the *Customer Portal* button in the top right corner.

Click for a quick glance at your **current balance**.

See your **personal info**, **vessel info**, and account **settings**.

View **invoices** and **credit notes**.

Review your **saved payment methods** or add new ones.

If available, review any signed or outstanding **contracts**.

Upload or view your insurance and **registration** info here.

Click to **sign out** of your account.

Dashboard View

From your **Customer Dashboard**, you can easily check your **current balance** and any outstanding account items. Click to **pay your Current Balance** at any time!

Hi, Jane Doe

Current Balance
\$1,500.67

Pay

See any outstanding account items here!

Step 1

New Payment

Amount

☒ Pay Balance Due \$1,500.67

☐ Pay Custom Amount

Payment Method

New Card

New Bank Account

I agree to the [Terms and Conditions](#) for Mobile Transaction Center and authorize Suntex Marinas to charge my selected payment method \$1,500.67.

By checking this box, I agree to the [Payment Policies](#) for this transaction.

Click to **Pay Balance Due**. If you agree to the payment terms, check each box.

Step 2

Payment Successful!

Thank you for your payment!

Payment Information

**** 2376 \$1,500.67

Total paid \$1,500.67

Balance Due: \$0.00

Back to Home

Step 3

If your payment is successful, you will see a payment confirmation screen.