

NEW CUSTOMERS: LOGGING IN & OUT

Welcome! This guide will walk you through setting up your Suntex Customer Portal password, signing in for the first time, and logging out when you're finished.

To get started, look for a **Suntex Customer Portal Welcome email** sent to the email address your marina has on file. Don't see it? Be sure to check your spam or junk folder.

New Customers: First Time Log In

Click the link in your **Suntex Customer Portal Welcome email** to create your **password**. Your **Username** is the email address you have on file with your marina. If you need to update your email, your local marina team will be happy to help. Follow the **on-screen steps** to finish setting up your password.

Step 1: Locate the email and click **Create Account**. Your Username will auto-populate.

Step 2: Click in the **Password** field to type your new password. On the next line, re-enter it. Password must be 12+ characters and include a number and special character.

Step 3: Once all fields are filled out, click **Create Account**.

Step 4: Tip: Click **Complete Your Info** to navigate to your profile! Welcome Aboard! To get started, please complete your profile and vessel information. **Congrats! You're now in the portal. Feel free to explore!**

How to Log Out of Your Portal

Step 1: To open the menu, click the three lines in the top left corner of your screen.

Step 2: Click **Logout**.

Step 3: You are now logged out! Logged Out successfully!