



## I WANT TO...RENT MY WEEK OR REQUEST BONUS TIME!

### IT'S AS EASY AS 1...2...3...

→ Visit your owner portal to complete the rental disclosure or bonus time request form:

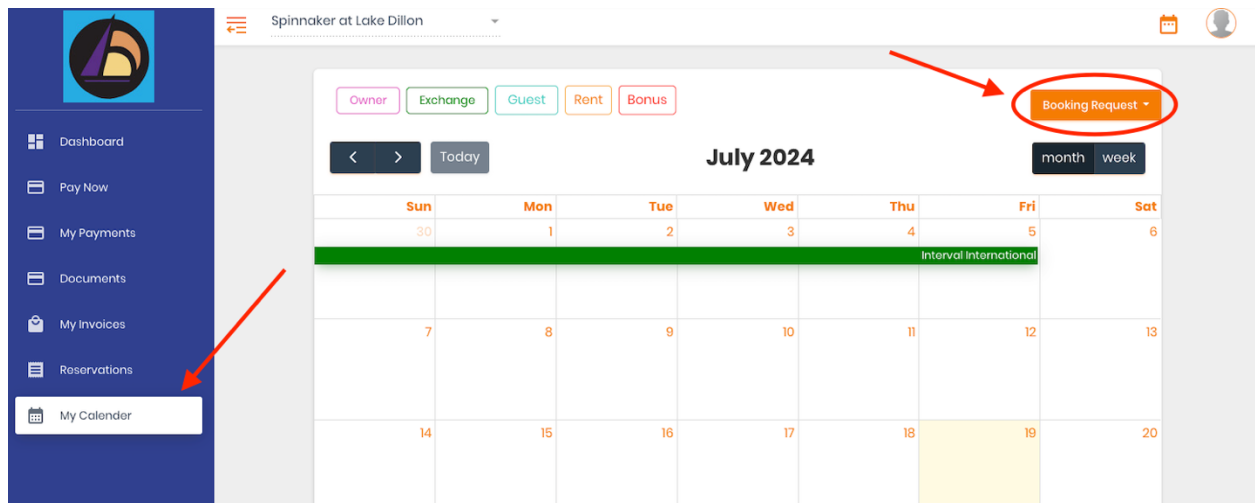
#### MEMBER PORTAL LOGIN for computer:

<https://crm.membroz.com/login/member>

When you login, make sure it always says **Member Login!** (and **not** Staff Login)

→ Select “My Calendar” from the menu on the left-hand side of the screen.

→ Navigate to the “Booking Request” drop down menu, in **orange**, and select “Rental Disclosure Form” or “Bonus Time Request”.



Once we process your rental disclosure, you will receive a cancellation notice. This is simply letting you know that your owner reservation has been cancelled so the the week is opened for rental.

If requesting bonus time, you will receive an automated message letting you know that your request has been received. We won't contact you until 3-days before check-in to let you know if any bonus time is available.

If you are having trouble logging into your account, please contact the office at (970) 468-8001 or [SLD@HillStarMngt.com](mailto:SLD@HillStarMngt.com)