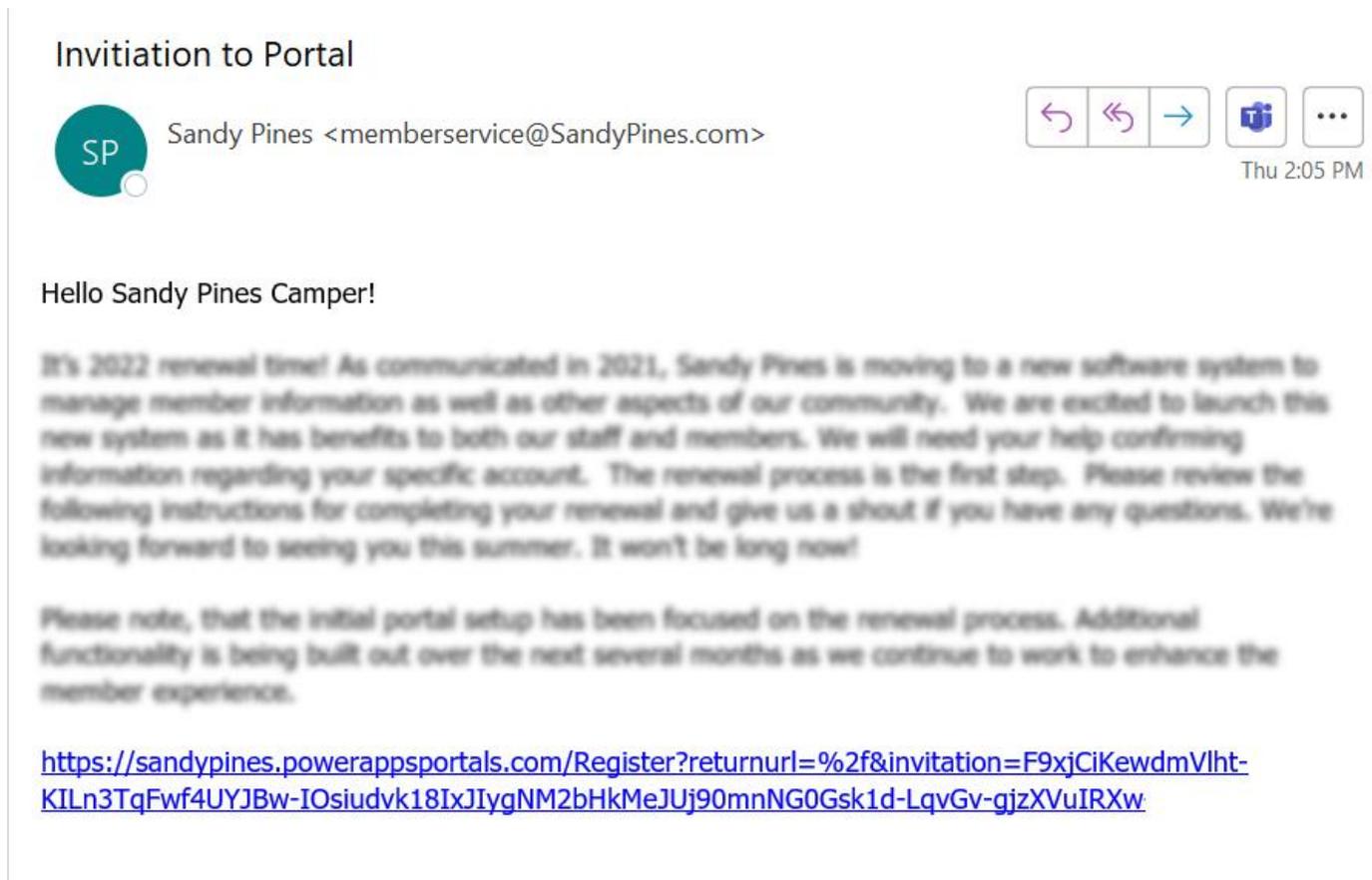


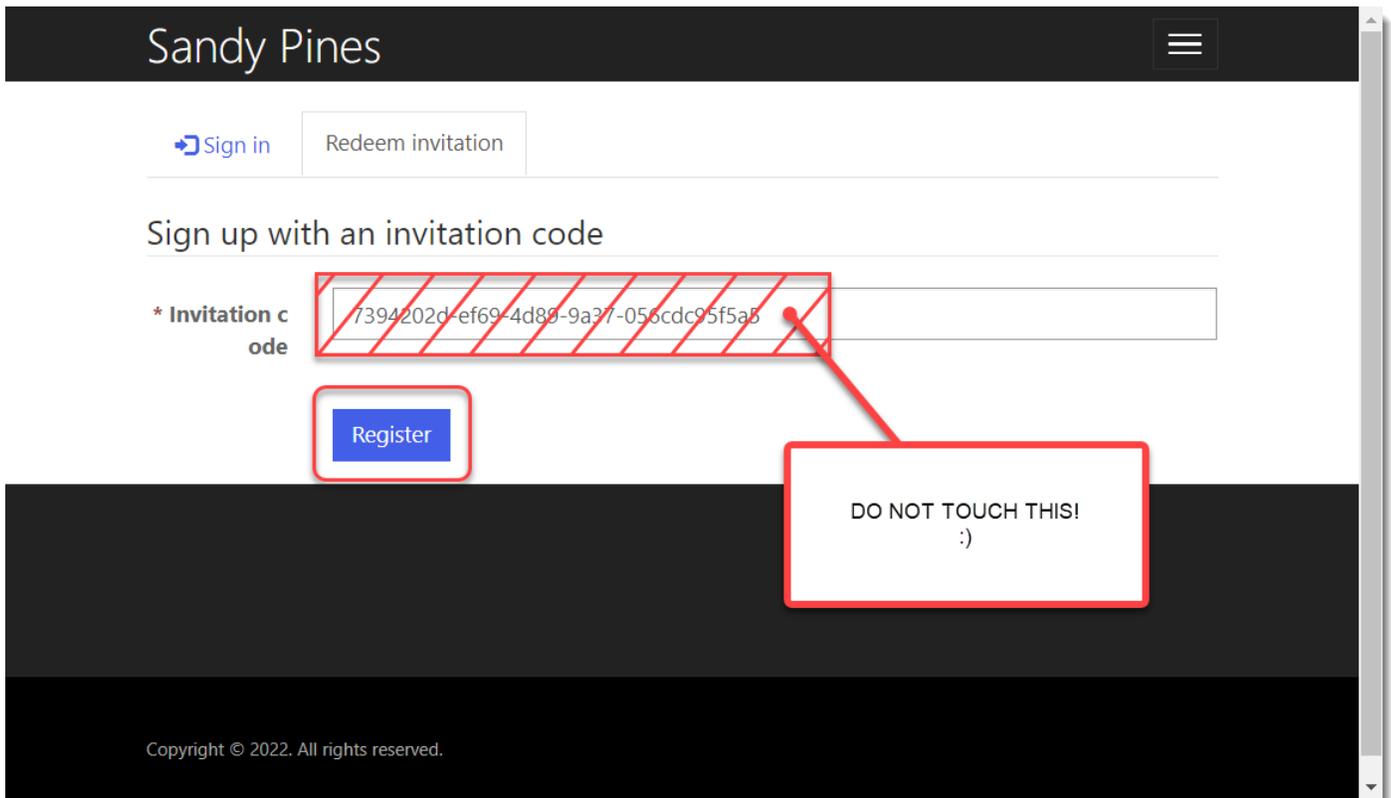
# Registration and Renewals

## Registering for the Portal

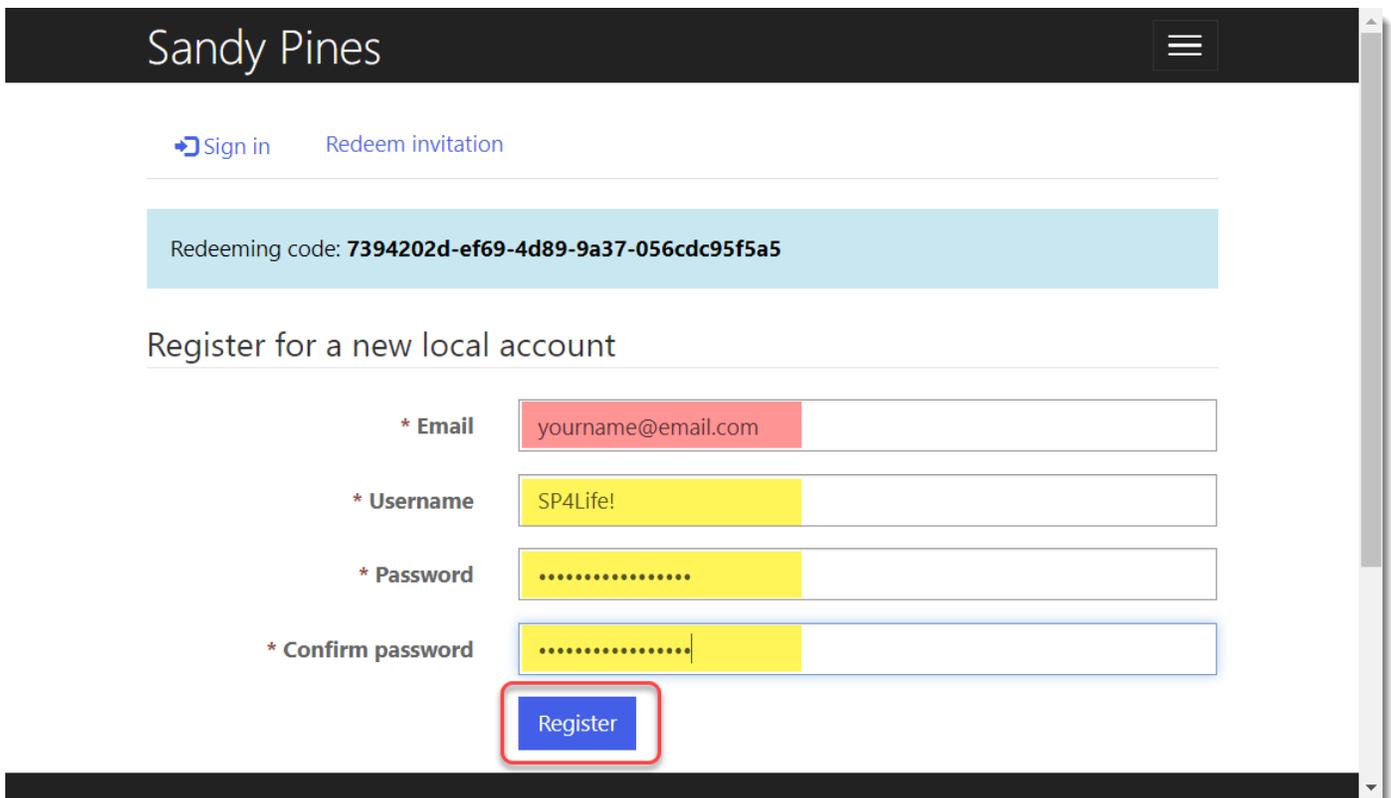
- 1) Every member must register for the new portal. Click on the link in your email that contains your invitation code.



- 2) A window in a browser should open with their invitation code. **DO NOT TOUCH THE CODE.** This code is only valid for you so do not give it to another member for them to register. Click on the button, "Register".



- 3) For registration, you **must** use the email address that the invitation was sent to. Choose a username and password and then click "Register".



- 4) On your last step, click Update.

## Profile



Profile

 Security

Change Password

You must complete your profile before using the features of this website. 

### Your Information

First Name \*

Sandy

Last Name \*

Pines

E-mail \*

yourname@email.com

Update

## Update Contact Information

1. You will land on your "My Info" page where you can update your contact information. Make sure that all fields with a red asterisk contain up to date data. Then click "Save Changes".

## My Info

# My Info

### My Info and Membership(s)

You can make changes to the fields below.  
Please hit 'submit' when completed.

Save Changes

### My Information

**First Name \***

Sandy

**Last Name \***

Pines

**Emergency Contact \***

Sally Pines

**Emergency Contact Phone \***

111-222-3333

### Contact Info

**Mobile Phone \***

123-456-7890

**Home Phone**

Provide a telephone number

**Email \***

yourname@email.com

### My Summer Address

**Street 1 \***

123 La La Lane Street

**Street 2**

**City \***

Grand Rapids

**State/Province \***

MI

**ZIP/Postal Code \***

49546

### My Winter Address

**Street 1 \***

123 La La Lane

**Street 2**

**City \***

Grand Rapids

**State/Province \***

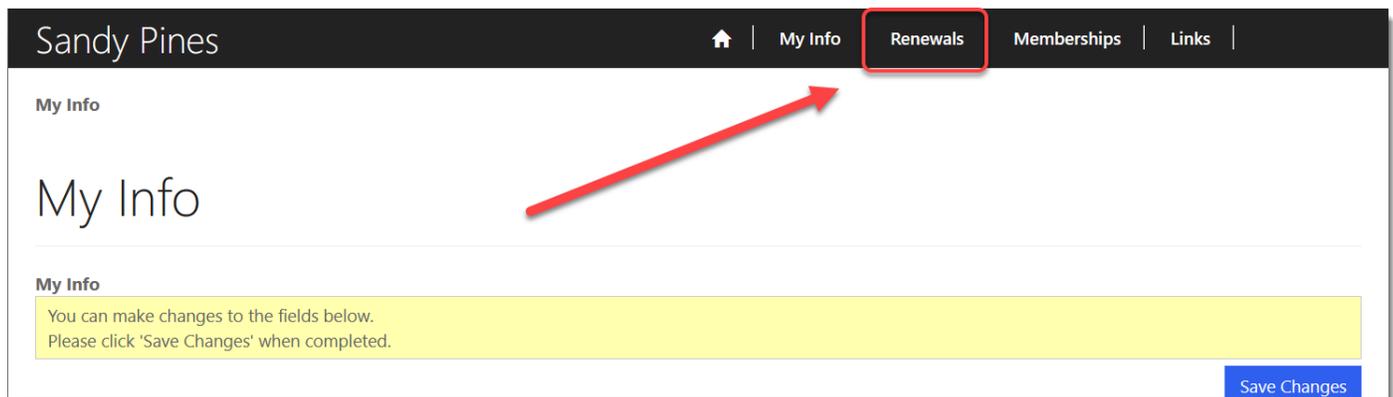
MI

**ZIP/Postal Code \***

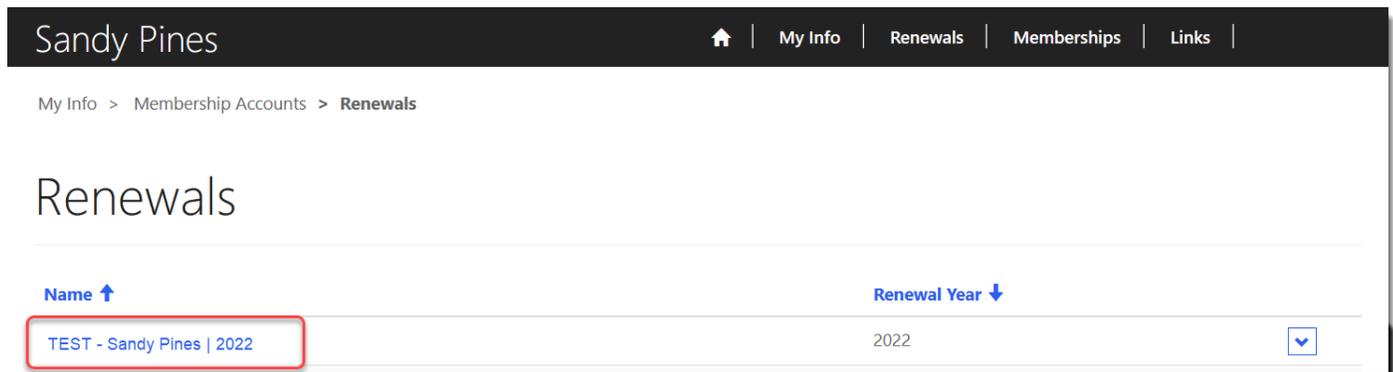
49546

# Submit Your Renewals

1. At the top of the screen, click on “Renewals” to go to your list of renewals.



2. You will see your renewals in a table. For many, you will only see one; you have one per site per year. Over time, you will see them accumulate. Click on your renewal.



3. There are three main sections in the renewals page. The first contains a summary of the renewal and some instructions. The second section is where you can decide to retain or remove items from your renewal. The third is where you can submit your renewal and will also see your approved information after the form has updated.

# Renewal

Membership Account *	Renewal Year *	Count of Renewal Items Pending	Total of Renewal Items Pending
Test - Sandy Pines	2012	12.00	\$785.00

1

## Instructions

### How to Submit Your Renewal

- Renewal Items are listed below these instructions
- Review each Renewal Items in the table below along with the summary information
- Determine if you are retaining that Item or need to remove the Item
- To remove an item from your renewal, click on the blue dropdown button next to the line you want to remove and select "Remove"
- To reset an Item back to "retain" (if removed in error), click the blue drop down next to the line and select "Retain"
- When you have completed your review and adjustment of the Items, click "Submit Renewal" at the bottom of the page
- Once you submit your renewal, you will not be able to make any further modifications and will need to contact Member Services to make any changes
- Repeat these steps for any additional membership accounts that you have until all renewals are submitted

For additional questions or help, please contact Member Services at 616-896-8315 Ext. 0 or at MemberService@SandyPines.com.

## Renewal Items

2

### Contacts and Cards

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
1 - Primary   <b>Ma Pines</b>	Membership Cards	\$5.00	Pending	Retain <input type="button" value="v"/>
2 - Secondary   <b>Pa Pines</b>	Membership Cards	\$5.00	Pending	Retain <input type="button" value="v"/>
3 - Associate   <b>Brother Pines</b>	Membership Cards	\$15.00	Pending	Retain <input type="button" value="v"/>
3 - Associate   <b>Sister Pines</b>	Membership Cards	\$15.00	Pending	Retain <input type="button" value="v"/>
5 - Recreation Prox Card 456789   <b>Ma Pines</b>	Membership Cards	\$15.00	Pending	Retain <input type="button" value="v"/>

### Member Property

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Open Bow   Titan   Poseidon   2016   Blue   MC 1324 ZZ	Motorized Boats	\$110.00	Pending	Retain <input type="button" value="v"/>
Kayak   Float   12   2021   green   MC45587	Non-Motorized Boats	\$35.00	Pending	Retain <input type="button" value="v"/>

### Leases and Service Plans

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Test314   Boat Service	Boat Service	\$55.00	Pending	Retain <input type="button" value="v"/>
Test314   Boat Stake/Dock   TEST BOAT STAKE	Boat Stakes/Docks	\$75.00	Pending	Retain <input type="button" value="v"/>
Test314   Internet/Cable	Internet/Cable	\$192.00	Pending	Retain <input type="button" value="v"/>
Test314   Mailbox   TEST MAILBOX	Mailboxes	\$35.00	Pending	Retain <input type="button" value="v"/>
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain <input type="button" value="v"/>

## Approvals

3

<b>Member Approval Action</b>	<b>Count of Renewal Items</b>	<b>Date Renewal Approved (internal)</b>
Pending	—	—
<b>Date Approved on Portal</b>	<b>Total of Renewal Items</b>	<b>Date Completed</b>
—	—	—
<b>Renewal Approved by Member</b>		
—		

[Submit Renewal](#)

- Your renewal items are categorized by contacts and cards, registered property (ex: golf carts, kayaks, mopeds, etc.), and things that are being leased or service plans (ex: boat stakes, pump out plans, mailboxes, etc.)

## Renewal Items

### Contacts and Cards 1

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
1 - Primary   Ma Pines	Membership Cards	\$5.00	Pending	Retain <span style="float: right;">▼</span>
2 - Secondary   Pa Pines	Membership Cards	\$5.00	Pending	Retain <span style="float: right;">▼</span>
3 - Associate   Brother Pines	Membership Cards	\$15.00	Pending	Retain <span style="float: right;">▼</span>
3 - Associate   Sister Pines	Membership Cards	\$15.00	Pending	Retain <span style="float: right;">▼</span>
5 - Recreation Prox Card 456789   Ma Pines	Membership Cards	\$15.00	Pending	Retain <span style="float: right;">▼</span>

### Member Property 2

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Open Bow   Titan   Poseidon   2016   Blue   MC 1324 ZZ	Motorized Boats	\$110.00	Pending	Retain <span style="float: right;">▼</span>
Kayak   Float   12   2021   green   MC45587	Non-Motorized Boats	\$35.00	Pending	Retain <span style="float: right;">▼</span>

### Leases and Service Plans 3

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Test314   Boat Service	Boat Service	\$55.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Boat Stake/Dock   TEST BOAT STAKE	Boat Stakes/Docks	\$75.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Internet/Cable	Internet/Cable	\$192.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Mailbox   TEST MAILBOX	Mailboxes	\$35.00	Pending	Retain <span style="float: right;">▼</span>
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain <span style="float: right;">▼</span>

- If you need to remove an item from the list, click on the drop down at the far right and select the option to remove it.

### Leases and Service Plans

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Test314   Boat Service	Boat Service	\$55.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Boat Stake/Dock   TEST BOAT STAKE	Boat Stakes/Docks	\$75.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Internet/Cable	Internet/Cable	\$192.00	Pending	Retain <span style="float: right;">▼</span>
Test314   Mailbox   TEST MAILBOX	Mailboxes	\$35.00	Pending	Retain <span style="float: right;">▼</span>
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain <span style="float: right;">▼</span>

Remove

- You will still see the item in the list, but it will be marked to be removed. **You will not be charged for items that you remove.**

Leases and Service Plans

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Test314   Boat Service	Boat Service	\$55.00	Pending	Retain 
Test314   Boat Stake/Dock   TEST BOAT STAKE	Boat Stakes/Docks	\$75.00	Pending	Retain 
Test314   Internet/Cable	Internet/Cable	\$192.00	Pending	Remove 
Test314   Mailbox   TEST MAILBOX	Mailboxes	\$35.00	Pending	Retain 
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain 

5. Did you remove something you meant to keep? As long as you haven't submitted your renewal yet, you can repeat the process, but this time select Retain instead.

Leases and Service Plans

Record Name ↑	Fee Sub Type ↑	Renewal Fee Amount	Record Status	Renewal Action
Test314   Boat Service	Boat Service	\$55.00	Pending	Retain 
Test314   Boat Stake/Dock   TEST BOAT STAKE	Boat Stakes/Docks	\$75.00	Pending	Retain 
Test314   Internet/Cable	Internet/Cable	\$192.00	Pending	Remove  
Test314   Mailbox   TEST MAILBOX	Mailboxes	\$35.00	Pending	Retain 
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain 

- a. If you removed something accidentally and needed to add your item back, you may notice that the fee has changed to \$0.00. The portal is directly linked to the new system and sometimes it takes the squirrels a few seconds to run back and forth with the information. The fee will return to the value that it was before, it might just take a minute. If you are concerned, make the rest of your selections and then refresh the page before submitting.

Renewal Fee Amount	Record Status	Renewal Action
\$55.00	Pending	Retain 
\$75.00	Pending	Retain 
\$0.00 	Pending	Retain 
\$35.00	Pending	Retain 
\$228.00	Pending	Retain 

6. When you are finished, click "Submit Renewal" at the bottom of the page.

TEST 14   MARIPOSA   TEST   MARIPOSA	MARIPOSA	\$228.00	Pending	Retain	▼
Pumpout Plan A	Pump Out Plan	\$228.00	Pending	Retain	▼

### Approvals

<b>Member Approval Action</b>	<b>Count of Renewal Items</b>	<b>Date Renewal Approved (internal)</b>
Pending	—	—
<b>Date Approved on Portal</b>	<b>Total of Renewal Items</b>	<b>Date Completed</b>
—	—	—
<b>Renewal Approved by Member</b>		
—		

Submit Renewal

## Bookmark the Portal URL

Thank you for registering for the portal, updating your contact information, and submitting your renewal! For your convenience, we recommend saving the portal URL as a bookmark in your browser.

<https://sandypines.powerappsportals.com>

Per usual, if you have any questions or concerns, please reach out to Member Services. Have a great day!