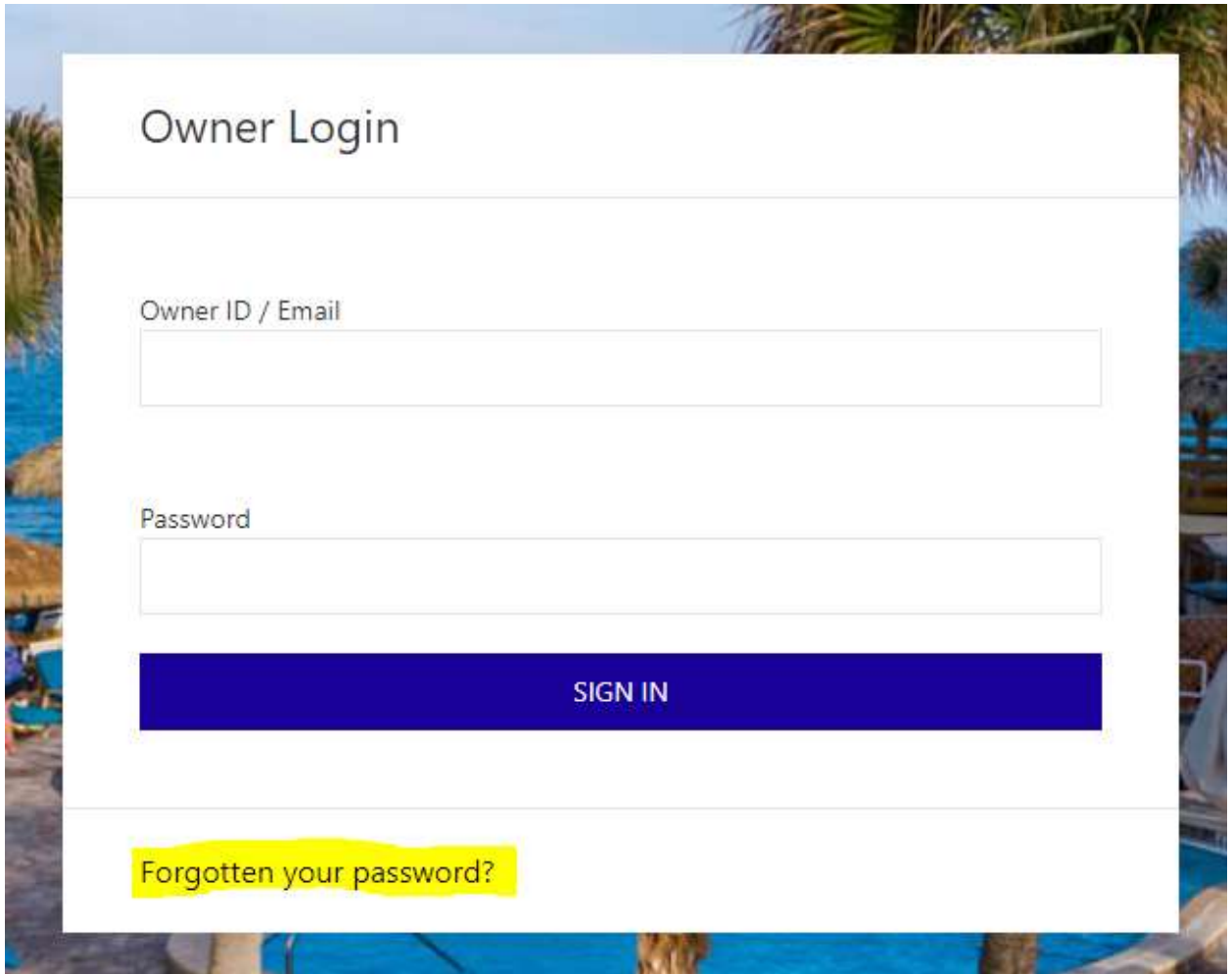


## How to create an online portal account

1. Use this link to access the portal

<https://lasolas.viewpointweb.com/members>

2. Click on “Forgotten your password?”



The screenshot shows a web page titled "Owner Login" with a background image of a tropical beach. The page contains two input fields: "Owner ID / Email" and "Password". Below these fields is a blue "SIGN IN" button. At the bottom of the form, the text "Forgotten your password?" is highlighted in yellow.

Owner Login

Owner ID / Email

Password

SIGN IN


Forgotten your password?

3. Enter your owner ID (account ID) which can also be found at the top of your Invoice once it's received.

To reset your password, please enter the below details.

Owner ID

Email


 CONTINUE

4. Enter the same email you received your invoice from and then select continue.

To reset your password, please enter the below details.

Owner ID

Email

 CONTINUE

5. You will then receive an email with a link to set your password. Once setup you will be able to login with either your email or Owner ID