

Connecting to Owner Portal

- Every Owner has been assigned distinct login credentials to use to connect to our OWNER PORTAL for the first time.
- After you click on the 'CLICK HERE' you will see the following image.

Login to Your Account

Owner ID or Email

Password

Submit

[Forgot Password](#)

- Your login credentials will consist of:
 - Owner ID: Use the primary email address you have provided to us or owner ID. If you have not yet provided us with an email address, and you would like to connect to the Owner Portal call Mountainside Villas at (540) 289-6003 or send an email to frontdesk@mountainside-villas.com with the subject line "PORTAL". To obtain your owner ID number, call MVOA.
 - Initial Password is psw.

Change Password

Owner ID or Email

Current Password

New Password

New Password Repeat

Submit

Once you are connected to the OWNER PORTAL

After you log into the Owner Portal, you will see the different options available:

Each module has its own function.

- Account Overview shows an overview of upcoming reservations and any balance due on Maintenance Fees
- Update Account Option allows you to update your contact information, your address, email and phone number.
- Active Contracts shows all active contracts.
- Dues Transactions shows current Maintenance Fees billed and paid. Statements can also be printed.
- My Reservations lists future and past reservations.
- Allows you to make a usage or a non-usage Reservation.