

Accessing and Navigating the Wild Apricot Owner Portal

Dear Owners,

Wild Apricot (hdlm.wildapricot.org) is the primary platform for Owner Communication at Hotel De La Monnaie. The portal not only has important Hotel Announcements and News, but also contain uploads of various documents such as Board Minutes and recordings of online Zoom meetings for the convenience of all owners. Wild Apricot also hosts an online Owner Forum, where many owners have been actively participating on a wide range of topics.

1. Accessing the Wild Apricot Owner Portal

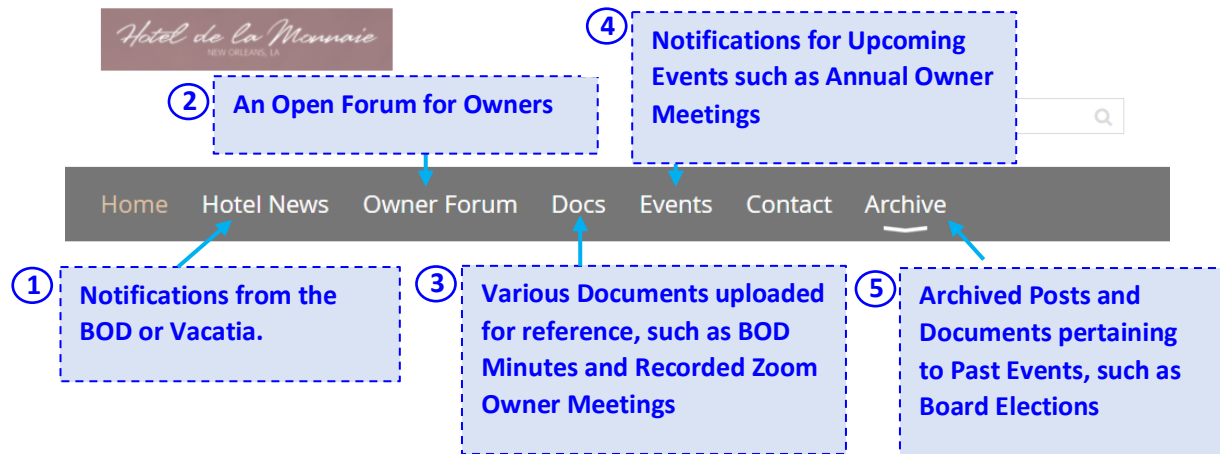
If you have never accessed Wild Apricot yet, or have misplaced your password, please refer to the following directions.

The screenshot shows the Hotel de la Monnaie website with several annotations for accessing the Wild Apricot Owner Portal:

- Annotation 1:** A red dashed box with the text "If you have an E-mail address on file with us and know your password, please log-in here" points to the "Log in" button in the top right corner.
- Annotation 2:** A red dashed box with the text "If this is your first time logging in, you will have to follow this step to set up your password or If you have an E-mail address on file with us but do not remember your password – please reset by clicking this link" points to a red box containing the URL <https://hdlm.wildapricot.org/Sys/ResetPasswordRequest>. This URL is also highlighted with a red box and labeled with a circled "2".
- Annotation 3:** A red dashed box with the text "If you DO NOT have an E-mail address registered with us, or if you wish to CHANGE your E-mail associated with your account, please email us at hdlm@vacatia.com and we will send you a separate registration invitation email with instructions" is located at the bottom of the page.

The website content includes the Hotel de la Monnaie logo, a navigation bar with "Home" and "Contact" links, and a welcome message: "Welcome to the community website for Hotel de la Monnaie. Access to this website is for timeshare owners." Below this, it says "If this is your first time logging in:" and provides instructions for resetting a password using the provided link. It also mentions that an email will be sent to the user to reset their password and that they must accept the terms and conditions. Finally, it states that if the user is unsure or needs to change the email on file, they should email hdlm@vacatia.com.

2. Navigating the Wild Apricot Owner Portal



Owners can easily participate by either creating new topics for discussion on the Owner Forum, or by replying comments to previous posts.

Owner forum

The screenshot shows the "Owner forum" page. At the top, it states "Most recent posts are on top of the list. You can c... the last 24 hours." Below this are two buttons: "Create topic" and "Subscribe to forum".

Numbered callouts explain the following features:

- ① Users can publish New Posts by "Create Topic" (Points to the "Create topic" button)
- ② User can "Subscribe" to the News/Forum pages to receive a daily email with new posts (Points to the "Subscribe to forum" button)
- ③ Q. How do I know if there was a new post since I last visited the site?
A: After you login, you will see the latest Hotel News and Owner Forum posts on the Home Page. It is listed in descending order of when there was last activity (new post or reply) (Points to the first forum post)

The forum posts are listed in descending order of activity. The first post is titled "How to DEFER your 2020 week- FREE AN...". The second post is titled "Important announcements for HdIM communi...". The third post is titled "Board Member Replacement Process".

Each post has a "Last message" and "Replies" column. The first post has 4 replies, the second has 3 replies, and the third has 18 replies.