



Owner portal manual

Do you have any questions?

Do you have any questions? Then contact the Owners Service Desk!

We are available Monday to Friday from 9 am to 12 pm.

Ir. J.P. van Muijlwijkstraat

7

6828 BP + 31 26 353 77 25

Arnhem

servicedesk@summio.nl

Follow Summio Parcs



Table of contents

Login to the Owner Portal.....	3
My reservations.....	4
My accommodation.....	4
Dashboard.....	5
Occupation.....	5
Invoices.....	6
Documents.....	6
Referral booking.....	6
Profile.....	7
Own Use reservation	7
Last-minute Reservation.....	8

As the owner of a holiday home or apartment at Summio Parcs, you have access to the Owner Portal. The Owner Portal is the compass for viewing all relevant information and the place where you can find all your documentation.

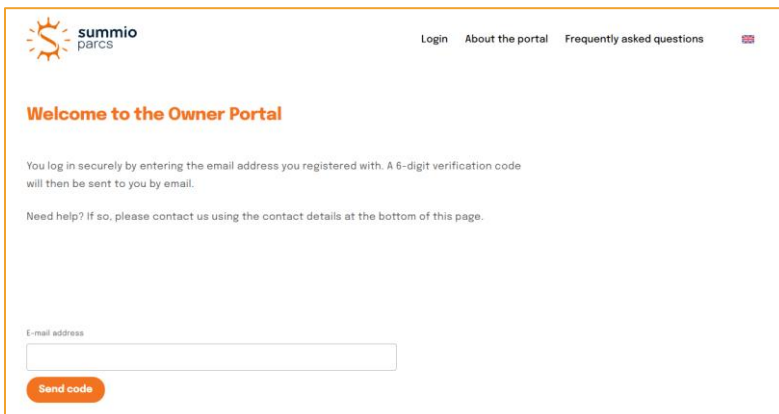
One of the main features of the Owner Portal is that you can make your Own Use reservation for your own home or apartment here.

We are happy to take you through the Owner Portal step by step.

Please note that all figures and content of the examples are fictitious!

Login to the Owner Portal

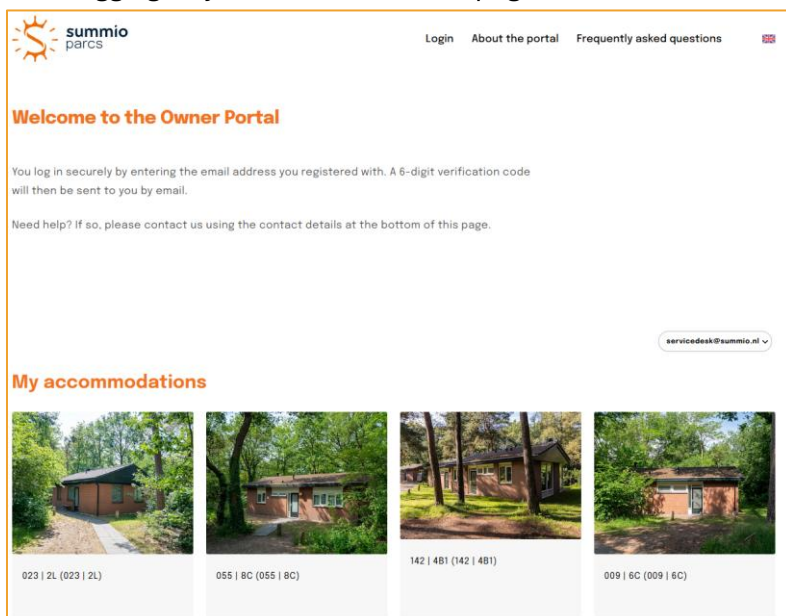
To log in to the Owner Portal, go to owners.summio.uk (preferably using Google Chrome). You will then see the login page shown below.



The screenshot shows the 'Welcome to the Owner Portal' page. At the top left is the Summio Parcs logo. To the right are links for 'Login', 'About the portal', and 'Frequently asked questions', followed by a flag icon. The main heading is 'Welcome to the Owner Portal'. Below it, a paragraph states: 'You log in securely by entering the email address you registered with. A 6-digit verification code will then be sent to you by email.' Another paragraph says: 'Need help? If so, please contact us using the contact details at the bottom of this page.' There is an input field for 'E-mail address' and an orange 'Send code' button.

Enter the email address registered with Summio Parcs and click 'Send code'. You will receive an email from reservations@summio.nl containing a six-digit verification code. Enter this code to log in to the Owner Portal.

After logging in, you will see the homepage shown below.



In the top right corner, you can use the flag icon to change the language. The Owner Portal is available in Dutch, English and German.

You will also find the following pages in the top right corner:

- **Log in** – takes you back to the login page.
- **About the portal** – provides a brief explanation of the Owner Portal and the contact details of the Owner Services Desk.
- **Frequently Asked Questions** – provides answers to the most frequently asked questions.

My reservations

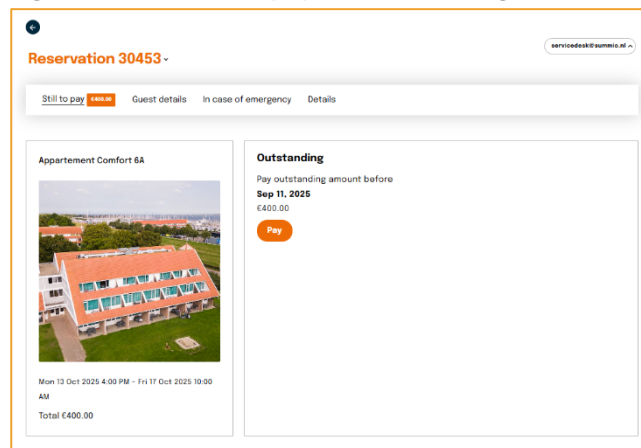
Under **My Reservations**, you will find both your regular Owner Use reservations and last-minute Owner Use reservations.

Click on a reservation to view its details. Here you can see the arrival and departure dates, the latest check-in and check-out times, and any outstanding balance. You can pay an outstanding amount directly using the 'Pay' button.

The 'Travel Party' and 'Emergency Contact' tabs are optional; your default details are already filled in.

The 'Details' tab provides a breakdown of the invoice for your Owner Use reservation.

Use the arrow in the top left corner to **return to the homepage** of the Owner Portal.

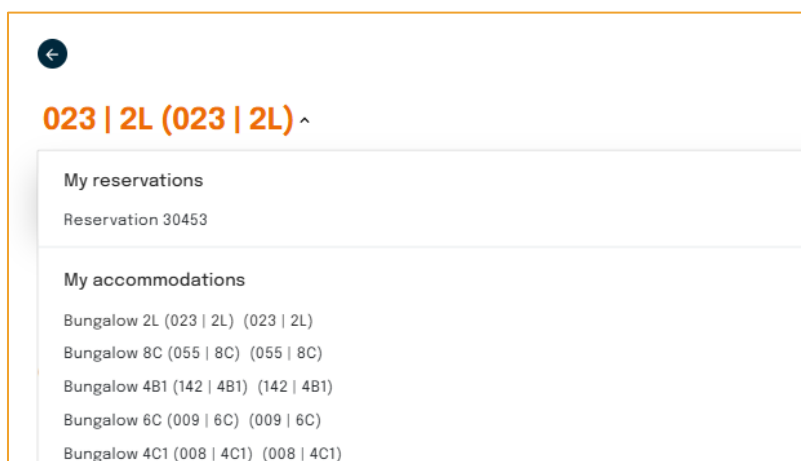


My accommodation

Under My Accommodations, you will find an overview of the holiday homes and/or apartments you own. Click on an accommodation to view the relevant information.

You can switch between the **Dashboard**, **Occupation**, **Invoices**, **Documents** and **Referral booking** tabs. The Dashboard opens automatically when you select an accommodation.

Above the Dashboard, you can use the accommodation name to view your previous, current and upcoming reservations. If you own multiple accommodations, you can easily switch between them here.



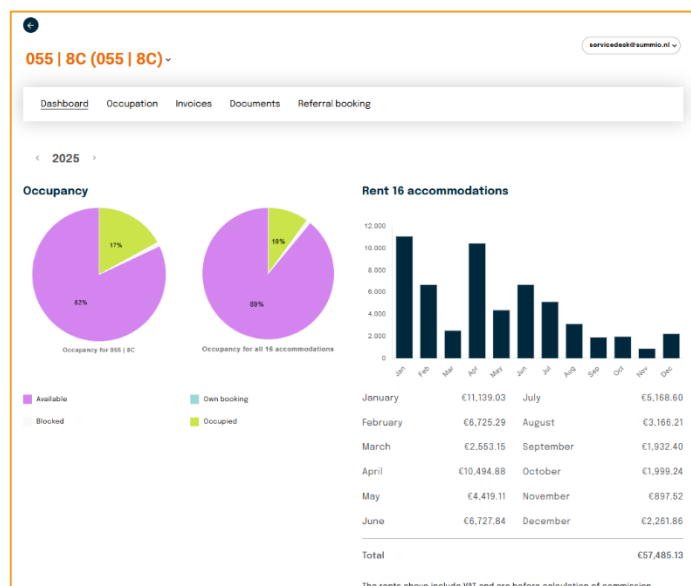
Dashboard

Here you can view the current rental income and occupancy of your accommodation. Use the arrows next to the year to switch between different calendar years.

The left circle shows the status of your accommodation. The right circle shows the occupancy of the accommodations within the pool. The following categories are used:

- **Available:** available for booking;
- **Blocked:** for example, due to maintenance or a late check-out;
- **Owner booking:** reserved by you;
- **Occupied:** reserved by a guest.

On the right, you will find an overview of the rental income already booked. The displayed amounts include VAT and are shown before the deduction of commission and Owner Use.

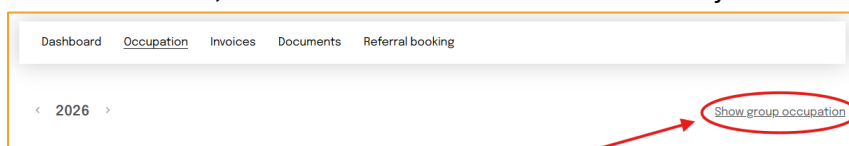


The Dashboard is directly linked to our reservation system, ensuring that the displayed information is always up to date.

Occupation

On the 'Occupation' tab, you can view the availability of your own accommodation. Use the arrows next to the year to switch between different calendar years.

Would you like to view the availability of all accommodations within your group? Click 'Show group availability' in the top right corner. To return to the availability of your own accommodation, click 'Show accommodation availability'.



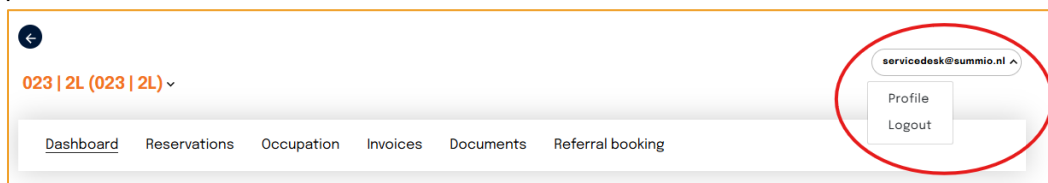
The following legend is used in both views:

- **Green:** reserved by guests;
- **Blue:** Owner Use;
- **Purple:** available for both you and guests;
- **Grey:** blocked (for example, due to maintenance);
- **Crossed-out:** unavailable due to a guest reservation, Owner Use or a block;
- **Bold:** possible arrival dates for both you and guests.

Instructions on how to make an Owner Use reservation can be found on page 7.

Profile

Click your email address in the top right corner and select 'Profile' to view or update your personal details.

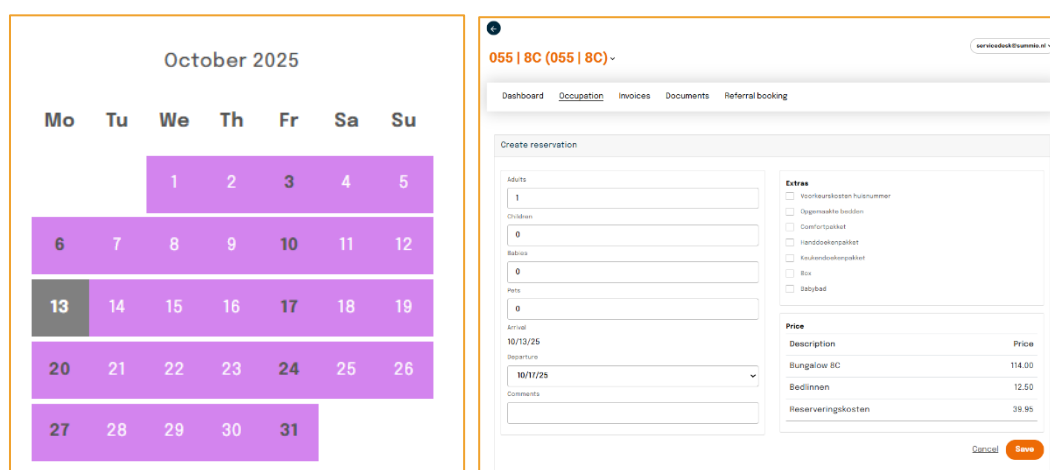


Please note: If you change your details, please also inform the Owner Services Desk. Keep in mind that changing your email address will also affect your login to the Owner Portal.

Use the arrow in the top left corner to return to the overview of your accommodation.

Own Use reservation

Go to the desired accommodation and open the 'Availability' tab. The **purple** dates are available. The dates shown in black are possible arrival dates. Click on your preferred arrival date to start your reservation.



October 2025						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Description	Price
Bungalow 8C	114.00
Bedinnen	12.50
Reserveringskosten	39.95

Next, enter your travel party, select your departure date and choose any optional extras. Please note that some extras may incur additional charges.

If you have any questions about availability, please contact the Owner Services Desk.

Comments field

In the comments field, you can leave a note for the park reception. Please note that these comments are not actively monitored by Owner Services. If your comment is also relevant to us, please let us know by email.

Costs and Saving Your Reservation

In the bottom right corner, you will find an overview of the costs that must be paid before arrival. Please note: the costs of an Owner Use reservation are not deducted from or offset against your rental income.

Once you save your reservation, it will be processed in the reservation system and the invoice will appear under the 'Invoices' tab.

Please note: It is currently not possible to change or cancel an Owner Use reservation through the Owner Portal. Please contact the Owner Services Desk by email if you wish to make any changes or cancel your reservation.

Last-minute Reservation

With a regular Owner Use reservation, you do not share in the pool rental income for the period you have reserved.

An exception applies to last-minute reservations. If the reservation is made within seven days before arrival and the stay is no longer than seven days, you will still share in the pool rental income.

Please note: this arrangement only applies if it is included in the contractual terms for your accommodation.