



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.

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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.

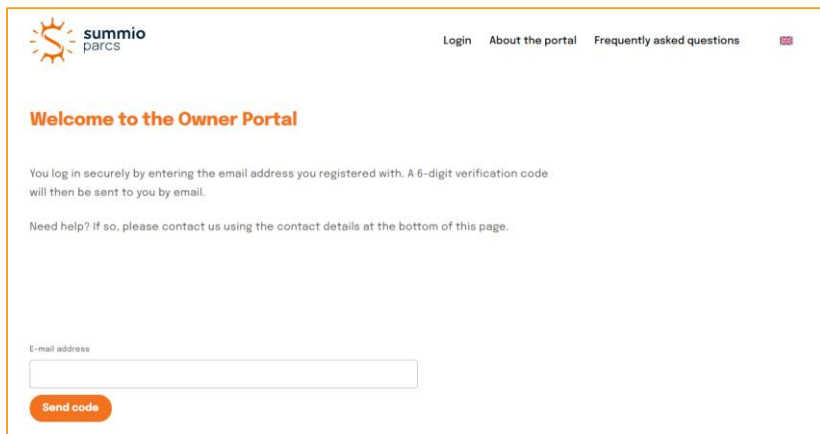
One of the main features of the Owner Portal is that you can make your Own Use reservation for your own holiday home or apartment here.

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!

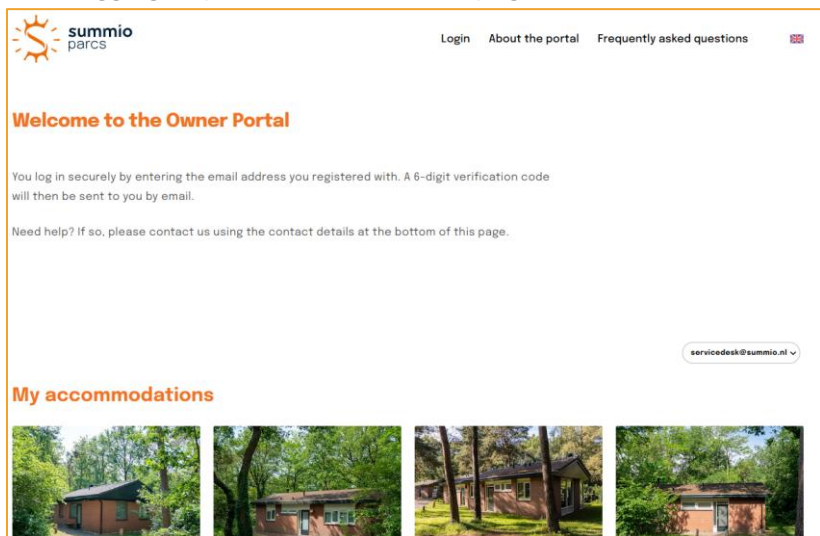
Login to the Owner Portal

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



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 access the Owner Portal.

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



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

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

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

My reservations

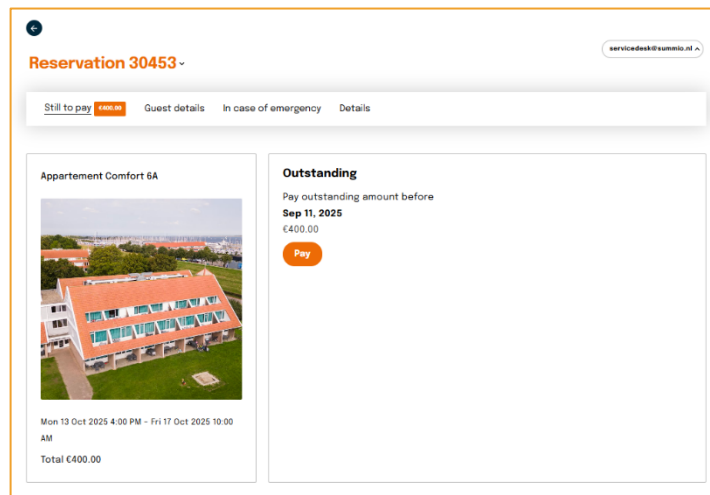
Under **My Reservations**, you will find an overview of all your Owner Use reservations.

Click on a reservation to view its details, including the arrival and departure dates, the latest check-in and check-out times, and any outstanding balance. If payment is due, you can pay it directly using the *Pay* button.

The *Travel Party* and *Emergency Contact* tabs are optional. Your default details are already filled in.

The *Details* tab contains a specification of your Owner Use invoice.

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

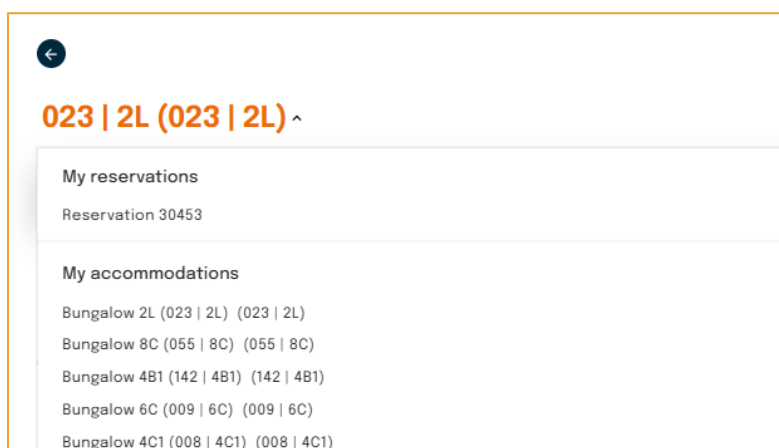


My accommodations

Under My Accommodations, you will find an overview of all properties you own. Click on an accommodation to view its details.

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

Above the Dashboard, you can select another accommodation if you own multiple properties.



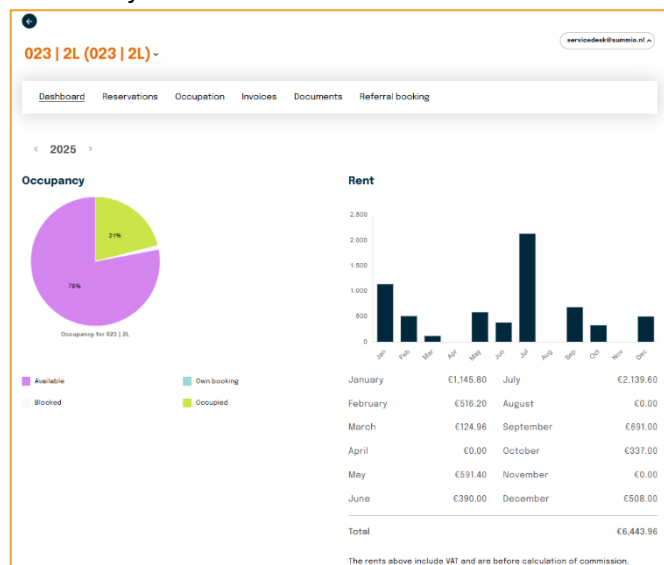
Dashboard

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 occupancy chart shows the status of your accommodation:

- **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.



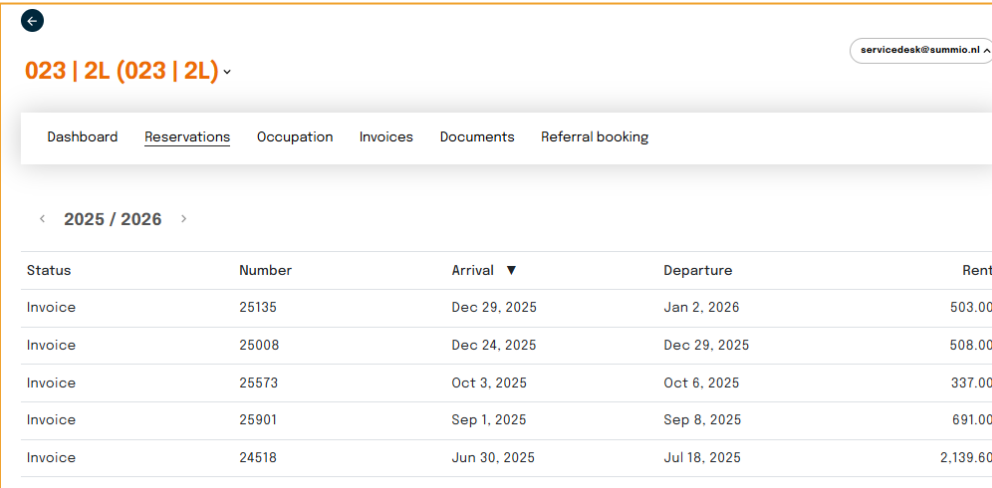
The Dashboard is directly linked to our reservation system, ensuring that the displayed information is always up to date.

Reservations

The *Reservations* tab provides an overview of all reservations for your accommodation. For each reservation, you can view the status, reservation number, arrival and departure dates, and the rental amount (including VAT, before commission is deducted).

Use the arrows next to the year to switch between different calendar years. You can also sort the reservations by clicking on the column headings (Status, Number, Arrival or Departure).

The Owner Portal is directly linked to our reservation system, so the information is always up to date. Please note that reservations may still be changed or cancelled.



The Reservations tab shows the following data for 2025 / 2026:

Status	Number	Arrival ▼	Departure	Rent
Invoice	25135	Dec 29, 2025	Jan 2, 2026	503.00
Invoice	25008	Dec 24, 2025	Dec 29, 2025	508.00
Invoice	25573	Oct 3, 2025	Oct 6, 2025	337.00
Invoice	25901	Sep 1, 2025	Sep 8, 2025	691.00
Invoice	24518	Jun 30, 2025	Jul 18, 2025	2,139.60
Invoice	24449	Jun 6, 2025	Jun 10, 2025	390.00

Occupation

On the *Occupation* tab, you can view the availability of your accommodation and make an Owner Use reservation. Use the arrows next to the year to switch between different calendar years.

The legend at the bottom of the page indicates:

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



Instructions on how to make an Owner Use reservation can be found on page 8.

Invoices

On the *Invoices* tab, you will find all invoices relating to your Owner Use reservations, including current, future and past stays. Invoices relating to rental income are currently sent by email only.



Fregat nr. 151 | 6p-App. | Comfort 6A (Fregat nr. 151 | 6p-App. | Comfort 6A)

servicedesk@summio.nl

Invoice date	Invoice number	Total incl. VAT	Paid	Outstanding	
Oct 17, 2025	10030034 - Invoice	400.00	0.00	400.00	View Pay

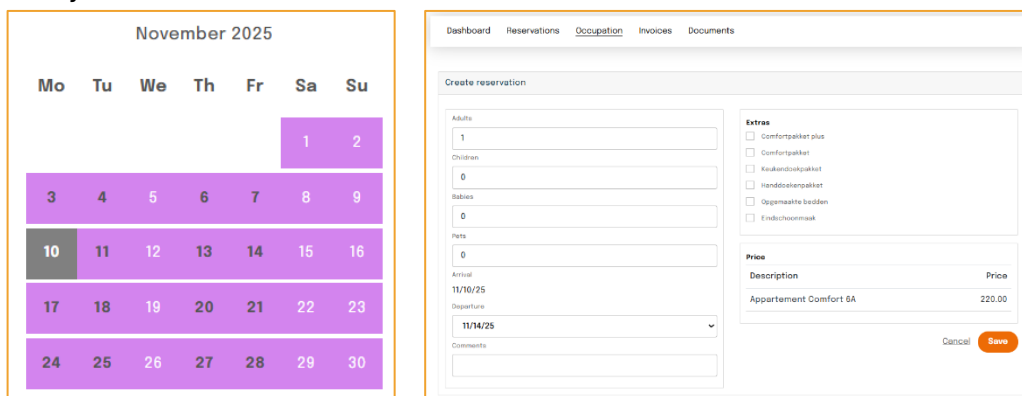
Use the *View* button to open an invoice. If there is an outstanding balance, you can pay it directly using the *Pay* button.

Documents

On the *Documents* tab, you will find all relevant documents. Use the *Open* button to view a document as a PDF, download it or save it. Your documents will always remain available.

Own Use reservation

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



The image shows two side-by-side screenshots from a reservation system. The left screenshot is a calendar for November 2025. The days of the week are listed at the top: Mo, Tu, We, Th, Fr, Sa, Su. The dates are arranged in a grid. Purple shading indicates available dates. Bold text indicates available arrival dates. The dates 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, and 30 are shown. The right screenshot is the 'Create reservation' form. It has tabs for Dashboard, Reservations, Occupation, Invoices, and Documents. The form includes fields for Adults (1), Children (0), Babies (0), and Pets (0). It also has a dropdown for Arrival (11/10/25) and a dropdown for Departure (11/14/25). There is a Comments field. On the right side of the form, there is a section for Extras with checkboxes for Comfortpakket plus, Comfortpakket, Keukensetpakket, Handdoekenpakket, Opgemaakte bedden, and Eindschoonmaak. Below this is a Price section with a table showing the description 'Appartement Comfort 6A' and the price '220.00'. At the bottom right of the form are buttons for 'Cancel' and 'Save'.

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

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 the Owner Services Desk, please let us know by email.

Costs and Confirming Your Reservation

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

Once you click *Save*, your reservation 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. If you wish to do so, please contact the Owner Services Desk by email.*