

# Changing Address On-line

Once the owner logs into their account they will be directed to the Accounts Home page. The owner will select the account that they would like to change their address by clicking the account #.

**Accounts Home**

Select An Account To Review From The List Below:

You may select one of the accounts below to update address/phone/e-mail information and/or make a payment. An "\*" next to a Property Name indicates the property is not set up for on-line reservations; Please check back periodically.

Property	Account #	Frequency	Room #	Room Type	Season	Week #	Balance
Desert Vacation Villas	277777	Annual		Palm	SWING		\$0.00

From this screen there are 2 places an owner can choose to change their address; one is in the Index and the other place is in the "Your Information" box.

**Account Information**  
Account #: 277777 Property: Desert Vacation Villas

**Your Information**  
Name: JARED NORTON  
Address: 23041 AVENIDA DE LA CARLOTA  
LAGUNA HILLS CA 92653  
Phone 1: 9495872299  
Phone 2:  
E-mail: jared.norton@viresorts.com  
[Change](#)

**Interval Information**  
Type: Interval  
Frequency: Annual  
Season: HIGH  
Room Type: Palm  
Room Number:  
Week Number:  
[Make Reservation](#)

**Account Balance**  
Balance: 0.00  
Current: 0.00  
Last Payment Date:  
Last Payment Amt: 0.00  
[Make Payment](#)

**Current Reservations**

Res #	Use Year	Arrival	Nights	Room Type	Guest Type	Source	Status
80670	2011	12-02-11	7	Palm	Regular Time	REGULAR	Cancelled

If you would like to change or cancel your reservation, please call 866-469-8222.

On the next screen the owner can make the changes to their account and click on the Change Address tab.

**Change of Address**

**Your Information**

Account Number: 277777  
First Name: JARED  
Last Name: NORTON  
Address1: 23041 AVENIDA DE LA CARLOTA  
Address2:  
City: LAGUNA HILLS  
State: California  
Zip / Post Code: 92653  
Country: USA  
Phone1: 9495872299  
Phone2: 8002282966  
E-mail Address: jared.norton@viresorts.com  
Confirm E-mail Address: jared.norton@viresorts.com

[Back To Account](#) [Change Address](#)

## Changing Address On-line

After clicking the Change Address tab the owner will be brought back to the Account Information page and in the Your Information box it will state Address Change Pending.

The owner will also receive an email stating that the change will take place within 48 hours and if there was an error to call 866 – 469 – 8222.

<a href="#">Account Information</a> <b>Account #:</b> Z77777 <b>Property:</b> Desert Vacation Villas							
<a href="#">Your Information</a> <b>Name:</b> JARED NORTON <b>Address:</b> 23041 AVENIDA DE LA CARLOTA LAGUNA HILLS CA 92653 <b>Phone 1:</b> 9495872299 <b>Phone 2:</b> <span style="border: 1px solid yellow; padding: 2px;"> </span> <b>E-mail:</b> jared.norton@vriresorts.com <span style="border: 1px solid yellow; padding: 2px;">Address Change Pending</span>	<a href="#">Interval Information</a> <b>Type:</b> Interval <b>Frequency:</b> Annual <b>Season:</b> HIGH <b>Room Type:</b> Palm <b>Room Number:</b> <b>Week Number:</b> <a href="#">Make Reservation</a>	<a href="#">Account Balance</a> <b>Balance:</b> 0.00 <b>Current:</b> 0.00 <b>Last Payment Date:</b> <b>Last Payment Amt:</b> 0.00 <a href="#">Make Payment</a>					
<a href="#">Current Reservations</a>							
<b>Res #</b>	<b>Use Year</b>	<b>Arrival</b>	<b>Nights</b>	<b>Room Type</b>	<b>Guest Type</b>	<b>Source</b>	<b>Status</b>
80670	2011	12-02-11	7	Palm	Regular Time	REGULAR	Cancelled
If you would like to change or cancel your reservation, please call 866-469-8222.							

Once the address has been changed in System 9900 the online account will show the updated information.

<a href="#">Account Information</a> <b>Account #:</b> Z77777 <b>Property:</b> Desert Vacation Villas							
<a href="#">Your Information</a> <b>Name:</b> JARED NORTON <b>Address:</b> 23041 AVENIDA DE LA CARLOTA LAGUNA HILLS CA 92653 <b>Phone 1:</b> 9495872299 <b>Phone 2:</b> <span style="border: 1px solid yellow; padding: 2px;">8002282968</span> <b>E-mail:</b> jared.norton@vriresorts.com <span style="color: purple;">Change</span>	<a href="#">Interval Information</a> <b>Type:</b> Interval <b>Frequency:</b> Annual <b>Season:</b> HIGH <b>Room Type:</b> Palm <b>Room Number:</b> <b>Week Number:</b> <a href="#">Make Reservation</a>	<a href="#">Account Balance</a> <b>Balance:</b> 0.00 <b>Current:</b> 0.00 <b>Last Payment Date:</b> <b>Last Payment Amt:</b> 0.00 <a href="#">Make Payment</a>					
<a href="#">Current Reservations</a>							
<b>Res #</b>	<b>Use Year</b>	<b>Arrival</b>	<b>Nights</b>	<b>Room Type</b>	<b>Guest Type</b>	<b>Source</b>	<b>Status</b>
80670	2011	12-02-11	7	Palm	Regular Time	REGULAR	Cancelled
If you would like to change or cancel your reservation, please call 866-469-8222.							