GETTING STARTED

Step 1: Go to www.leisureportfolio.co.za

Step 2: Click on Member Login, you will be directed to the LPA online platform

Step 3: Type in your login details (email and password) as per your welcome email and click Login
WOULD YOU LIKE TO BROWSE THROUGH THE RESORT PORTFOLIO?

RESORT PORTFOLIO

Step 1: Select Resorts

Step 2: Choose your preferred province from the list

Step 3: Click on your preferred resort

Step 4: For additional information about the resort, use the menu on the left
WOULD YOU LIKE TO DEPOSIT?

EXCHANGE DEPOSIT

Step 1: Select Deposit

Step 2: Select For Tokens from options provided

Your week will now show, click on Deposit next to your week

Once you’ve read and agree to the terms and conditions, select the Tickbox

Select Continue to confirm the booking
RENTAL DEPOSIT

Step 1: Select Deposit

Step 2: Select For Rental from options provided

Your week will now show, click on Deposit next to your week

Once you’ve read and agree to the terms and conditions, select the Tickbox

Select Continue to confirm the booking
PARTNERS DEPOSIT

Step 1: Select Partners

Step 2: Select Deposit

Step 3: Select either DAE or RCI as your exchange partner

Your week will now show, click on Deposit next to your week

Once you’ve read and agree to the terms and conditions, select the Tickbox

Select Continue to confirm the booking
WOULD YOU LIKE TO BOOK?

EXCHANGE BOOKING

Step 1: Select Bookings

Step 2: Select Make a Booking

Step 3: Select LPA Options from the options provided

If you have a discount code, please enter it in the Campaign Code field.

Search availability by entering preferred Country, Region, Check-In and Check-Out dates.

If you would like to refine your search under the Platform dropdown menu.
Click **Search**

For Resort details, click on the Resort name (e.g. Little Eden)

To view the booking information, click **Details**

Click **Book**
RENTAL BOOKING

Step 1: Select Bookings

Step 2: Select Make a Booking

Step 3: Select Rental Booking from the options provided

Search availability by entering preferred Country, Region, Check-In and Check-Out dates

Click Search

For Resort details, click on the Resort name (e.g. Little Eden)

For Resort details, click on the Resort name (e.g. Little Eden)

Use the menu on the left to find out more about the Resort

To go back to your search results, click Back to Availability

Confirm Exchange or Rental Booking
To complete the booking, click **Details** and **Book**

Select the **Tickbox** to agree to the terms and conditions, and click on **Make Payment**. This places your booking on hold for a short period of time and takes you to the **VCS Payment Gateway**. Once you are on the VCS Payment screen, click on ‘**Pay**’ to confirm the booking.

Your bookings will show up in your bookings list when you navigate to **View Bookings**

You can either **print or email your Confirmation Letter**

**RENTAL BOOKING**

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**Step 1:** Select **Bookings**

**Step 2:** Select **View Bookings**

**Step 3:** Select either **Portfolio**, **LPA Options**, **DAE**, **RCI** or **GoMelo.co.za** from the options provided.
PARTNERS BOOKING

Step 1: Select Partners

Step 2: Select Book

Step 3: Select either DAE or RCI as your booking partner

Search availability by entering preferred Country, Region, Check-In and Check-Out dates

Click Search

............. For Resort details, click on the Resort name (e.g. Little Eden)

To view the booking information, click Details

Click Book
WOULD YOU LIKE TO
ASK US A QUESTION?
FREQUENTLY ASKED QUESTIONS

Step 1: Select Help 🎉

Step 2: Click on Frequently Asked Questions 🎈

Step 3: Enter a keyword (e.g. ‘statement’) and click Search 🌟

Still need assistance?

Step 2.1 Go back to Support 🌟
Step 2.2 Click on New Query 🌟
Step 2.3 Enter your subject 🌟
Step 2.4 Select Category and Type 🌟
Step 2.5 Enter your query 🌟
Step 2.6 Click Send New Query 🌟

To view your ongoing queries, select Unfinished Queries 🌟

To view archived conversations, select Finished Queries 🌟
WOULD YOU LIKE TO VIEW YOUR ACCOUNT?
ACCOUNT

Step 1: Select Account

Step 2: Choose between:

- Portfolio
- Statement
- Portfolio Fee
- Insurance

To make a payment, click Make Payment

Enter payment amount

Click Pay Now

You will be taken to the Payment Gateway where you will be requested to enter payment details

Click Pay

You can either print, or email your statement
PORTFOLIO

Step 1: Select Account

Step 2: Choose Portfolio:

View your LPA ownership and Deposit History
WOULD YOU LIKE TO VIEW LPA DOCUMENTS?
Step 1: Select Docs

Step 2: Choose Document Category

- AGM Notes
- Legal Documents
- User Guides

Step 3: Select the document you would like to view
WOULD YOU LIKE TO VIEW YOUR BOOKINGS
VIEW BOOKINGS

Step 1: Click Bookings

Step 2: Click View Bookings

Step 3: Select the booking you would like to view
WOULD YOU LIKE TO VIEW SPECIALS?
Step 1: Select Specials

Step 2: Select the special you would like to view
THE CHOICE IS YOURS