

**If, at any time, you require assistance, please contact us at [ETC@ccias.com](mailto:ETC@ccias.com)**

Please perform the following tasks in order to set up your new Escapes! Owners Website account:

- 1) At the New Member Registration Page (seen below), please enter the following information:
  - a. **Owner ID** – Your Escapes Owner ID can be found on your Owner Card or on any billing statements that you have received.
  - b. **Email Address** – Enter your email address. This is the address to which your activation notice (seen in a later step) will be sent.
  - c. **Your Name** – This is your name as it is stored in the Escapes! system. In order to make sure you enter this correctly, please check your owner card or billing statement to confirm how your name is stored.
  - d. **Your Zip Code** – Enter your zip code.



The image shows a registration form titled "New Member Registration". It contains four input fields: "Owner ID", "Your Email Address", "Your Name\*", and "Your Zip Code". Below the fields is a "Register" button and a "Need help?" link.

- 2) **Click the "Register" button** – if you have entered all the information correctly, you will receive a message stating that a registration key has been sent to the email address you provided. Otherwise, you will receive an on-screen message notifying you that a problem has occurred with your registration.
- 3) **Receive Your Activation Email** – Shortly after clicking the "Register" button, unless any errors occurred (see step #2), you should receive an email in your inbox. You can click the link in the email to begin the activation process, or you can copy and paste the link provided into your web browser's address bar.
- 4) **Accepting Escapes! Terms and Conditions** – after clicking the link in your activation email, you will see the Escapes! Terms and Conditions page. You must read and agree to these terms before you can proceed. You will not be able to click the accept button (seen below) until you have scrolled to the end of the terms and conditions list.



The image shows a button with the text "I understand and accept these terms".

- 5) **Password and Secret Question setup** – After clicking the accept button, you will be prompted to create a password and a secret question/answer for your new account (seen below). Enter the following information in the boxes:

**Owner Account Activation**

Create Password

Confirm Password

Secret Question

Secret Answer

- Create Password** – you can enter anything you want in this field, provided it is 6-12 characters/digits in length.
- Confirm Password** – re-enter the same thing you entered into the Created Password box
- Secret Question** – select what secret question you would like to use
- Secret Answer** – enter the answer to the secret question that you have selected.
- Click the “Create” button** - if you have entered all the information correctly, you will receive a message stating that your registration is complete (see below). Otherwise, you will receive an on-screen message notifying you that a problem has occurred with your registration.

**Registration Complete**

Congratulations! You have successfully registered your account with EscapesVacations.com.

- Completing Registration** – Once the Registration Complete page is displayed, click the button on the page to navigate to the Escapes! Owners Website login page.
- Owner Login Page** – At the login page (see below), enter the email address you used in step #1b. In the password field, enter the password you used in steps 5a and 5b.

**Owner Login**

**Please Log In**

Email

Password

Remember Me

[Forgot your password?](#)

[Not a member yet?](#)

[Resend my activation email.](#)

- Logging In** - Click the “Log In” button. If you have entered your email address and password correctly, you will be granted access to the Escapes! Owners Website. If any of the information you entered was incorrect, you will receive a message stating the nature of the error.

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