

Dear Dock Slip Patron,

We are excited to announce our new partnership with Dockwa! **This new software will enable you to easily sign your dock contract, pay securely, and upload your vessel registration online.** Dockwa will also make communication between you and the Marina quicker and more efficient, especially when we are closed in the offseason.

On January 1st, 2025, you will receive your seasonal dockage agreement by email. This enables you to electronically review and sign your dockage agreement. You can pay instantly and securely by ACH. Although ACH is our preferred payment method, we will still accept payment by check or money order that is mailed timely.

Please note that we require your vessel registration information. You will be able to upload your vessel registration when you electronically review and sign your dockage agreement. **We must have a new copy of your vessel registration for the 2025 Season.** You will not be allowed to dock your vessel unless we have a new copy of your vessel registration.

In a short video below, we've outlined the process of reviewing and signing your contract. Additionally, we've provided step-by-step written instructions.

youtube.com/watch?v=YKNp2UONR4E

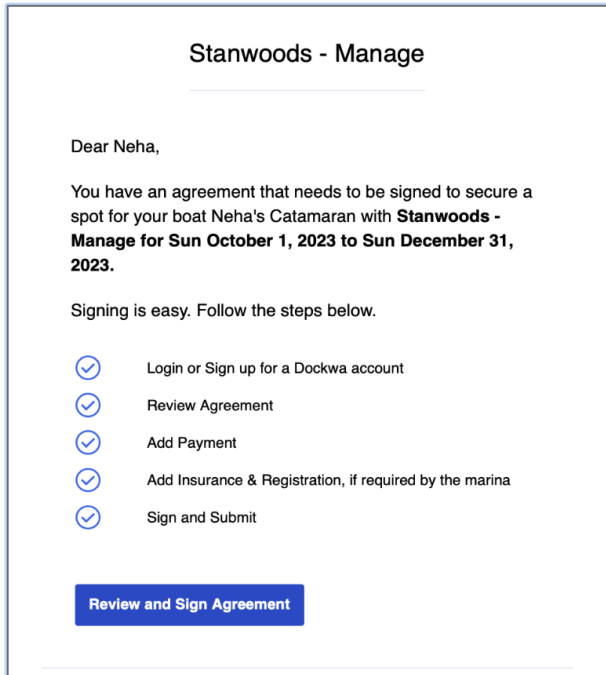
We understand this is new to you, and we are here to help you.

If you have any questions, you can "Message Marina" from the Dockwa online contact page. You may also reach out by emailing SummersvilleLakeMarina@yahoo.com or by texting or calling (304) 880-0454.

Thank you,

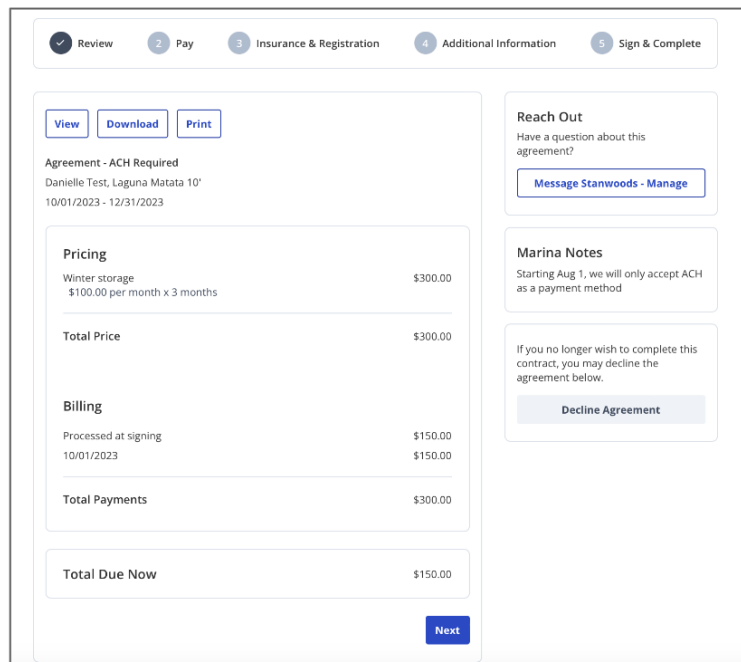
Summersville Lake Marina

Step 1: Open the contract email sent to you by clicking the "Go to agreement" link



Step 2: Review Agreement

a. **View, Download, and/or Print the agreement** – be sure to carefully read the dockage agreement



b. Review pricing structure and billing schedule

Step 3: Confirm & Pay

- c. ACH
- d. Cash or Check (requires that you physically send your money)
- e. Click **Confirm and Pay** to submit the agreement back to the marina

✓ Review — **2 Pay** — 3 Insurance & Registration — 4 Additional Information — 5 Sign & Complete

Payment Method
The following payment methods are accepted:

- Bank Accounts (ACH)
- Cash or Check

✓ Select a payment method

- STRIPE TEST BANK ****6789 Checking
- STRIPE TEST BANK ****2227 Checking
- STRIPE TEST BANK ****4440 Checking
- Add a new payment method
- Cash or Check

Reach Out
Have a question about this agreement?
[Message Stanwoods - Manage](#)

Marina Notes
Starting Aug 1, we will only accept ACH as a payment method

If you no longer wish to complete this contract, you may decline the agreement below.
[Decline Agreement](#)

Step 4: Add Required Information

- f. Add registration info and documentation. Then click **Save and Continue**

✓ Review — ✓ Pay — **3 Insurance & Registration** — 4 Additional Information — 5 Sign & Complete

Insurance

Policy Number * Company Name *

Expiration Date *

Upload Insurance Document *
Choose File no file selected
PDF and image files accepted (pdf, png, or jpg).

Registration

Registration Number * Expiration Date *

Upload Registration Document *
Choose File no file selected
PDF and image files accepted (pdf, png, or jpg).

[Previous](#) [Next](#)

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Step 5: Use your mouse (or finger on tablet or smartphone) to electronically sign your agreement. Check the boxes indicating that you have read the terms and conditions.

The screenshot shows a multi-step process for signing an agreement. At the top, a progress bar indicates the current step is 'Sign & Complete', with previous steps 'Review', 'Pay', 'Insurance & Registration', and 'Additional Information' marked as complete. The main area contains a signature line with the instruction 'Sign your agreement by drawing your signature over the line using your mouse.' Two sample signatures are shown on a line, with 'x' and 'clear' labels. Below the signature line are two checked checkboxes: 'I certify that I have read and agree to this agreement's terms.' and 'I agree to Dockwa's Terms and Conditions and Privacy Policy.' There are 'Previous' and 'Accept & Submit Agreement' buttons. To the right, there are three sections: 'Reach Out' with a 'Message Stanwoods - Manage' button, 'Marina Notes' with a note about ACH payments starting Aug 1, and a 'Decline Agreement' button.

After submitting the agreement, you will be presented with the following message confirming the submission was successful:

Thank you for submitting your agreement with Stanwood's Demo Marina

The screenshot shows a confirmation message. On the left, a green checkmark icon is next to the text 'Your agreement has been submitted'. Below this is a horizontal line and the text 'You're all set - you will receive a confirmation email soon with your reservation details.' A green 'View Reservation' button is at the bottom. On the right, there is a 'Help' section with the text 'Have a question about this agreement?' and a button labeled 'Message Stanwood's Demo Marina'.