

## Electronic Registration Card

### Introduction

Electronic Registration Cards are available for check-in, allowing guests to initial and sign the digital registration card on a tablet.

In this document, we will review:

- Updating your Hotel Policies on the Electronic Registration Card
- Check-In Using the Electronic Registration Cards
- Viewing and Printing eSign Registration Cards

### Updating your Hotel Policies on the Electronic Registration Card

Hotels can update the hotel policies section on the electronic registration cards. It is important to only make changes to your hotel policy text when editing the electronic registration card.

Do not edit or remove any of the colored text boxes, as this will create issues with the information from the reservation generating onto the electronic registration card.



Follow the steps below to update your hotel policies on the electronic registration card.

Step	Action	Screenshot
1	To update your hotel's policies on an electronic registration card, follow the menu path <b>Administration &gt; Enterprise &gt; Chain and Property Management &gt; Electronic Registration Card.</b>	A screenshot of the software's navigation menu. The path 'Administration > Enterprise > Chain and Property Management > Electronic Registration Card' is highlighted. Other visible options include 'Airports', 'Amenities', 'Departments', and 'Hubs'.
2	Click the <b>vertical ellipsis</b> and select <b>Edit</b> .	A screenshot of the 'Electronic Registration Card' list view. A table with columns 'Property', 'Language', and 'Members' is shown. The first row has 'X49069' and 'E'. A vertical ellipsis menu is open over the first row, with the 'Edit' option highlighted in a yellow box.

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## Electronic Registration Card, continued

Updating your Hotel Policies on the Electronic Registration Card, continued

Step	Action	Screenshot
3	<p>Scroll down to the <b>Hotel Policies</b> section.</p> <p>The text in this section should be edited and updated as needed to reflect all your hotel policies necessary to display on the registration card.</p> <p><b>Important:</b> Do not edit or remove the colored text boxes on the registration card.</p>	
4	<p>Click <b>Save</b> to complete the registration card update.</p>	

### Check-In Using the Electronic Registration Card

Electronic registration cards can be generated during the check-in process.

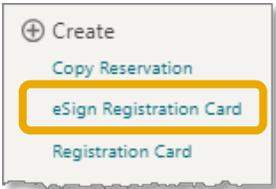
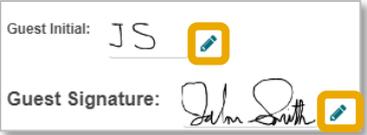
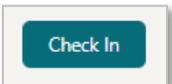
Follow the steps below to generate an electronic registration card at check-in.

Step	Action	Screenshot
1	<p>To create an electronic registration card at check-in, follow the menu path <b>OPERA Cloud &gt; Front Desk &gt; Arrivals</b>.</p>	

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## Electronic Registration Card, continued

### Check-In Using the Electronic Registration Card, continued

Step	Action	Screenshot
2	From the console view, search for the reservation and verify the guest stay information before generating the electronic registration card.  Click the <b>I Want To...</b>	
3	In the <b>Create</b> column, select <b>eSign Registration Card</b> .	
4	When the registration card appears on the tablet, ask the guest to initial and sign.  The guest can tap the <b>Initial</b> and <b>Signature</b> areas and sign directly on the tablet. <ul style="list-style-type: none"> <li>When the guest has already initialed and signed, the <b>pencil icons</b> adjacent to their initials or signature can be used to make an update.</li> </ul>	   
5	Press <b>Save</b> to store the electronic registration card file with the reservation.	
6	Click <b>Check In</b> and proceed with the check-in process.	

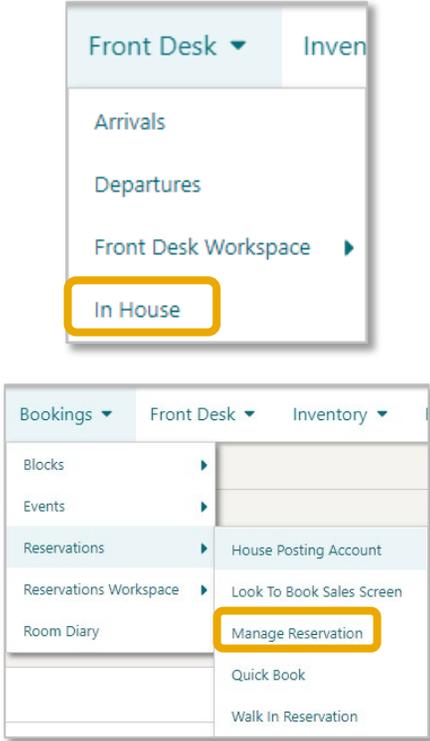
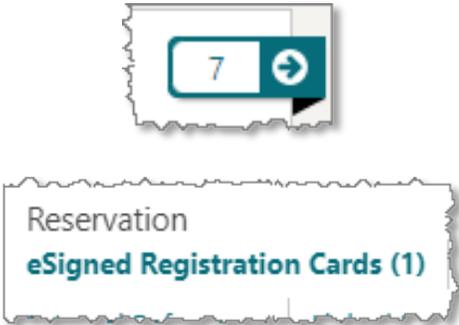
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## Electronic Registration Card, continued

### Viewing and Printing eSign Registration Cards

After a guest signs the electronic registration card, a link becomes available on the reservation to view and print the eSigned registration document.

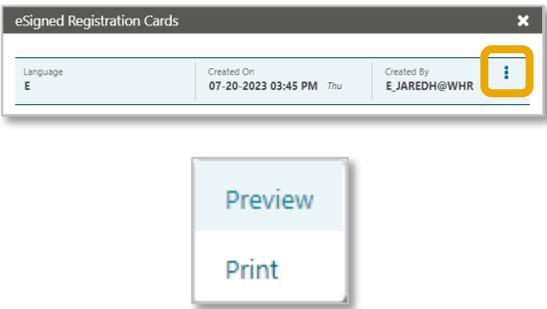
Follow the steps below to view and print an electronic registration card on a reservation.

Step	Action	Screenshot
	<p>To view or print an electronic registration card for an in-house reservation, follow the menu path <b>OPERA Cloud &gt; Front Desk &gt; Inhouse</b>.</p> <p>For checked-out reservations, follow the menu path <b>OPERA Cloud &gt; Bookings &gt; Manage Reservation</b>.</p>	
	<p>Once the reservation has been located, select the <b>I Want To...</b> menu and select <b>eSigned Registration Cards</b>.</p>	

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## Electronic Registration Card, continued

### Viewing and Printing eSign Registration Cards, continued

Step	Action	Screenshot
	<p>Click the <b>vertical ellipsis</b> and select <b>Preview</b> or <b>Print</b>.</p> <ul style="list-style-type: none"> <li>▪ <b>Preview</b> displays the eSigned registration document on screen.</li> <li>▪ <b>Print</b> provides a print menu with options for printing the document.</li> </ul>	

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