

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
CardHotels 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 informationRate Code: RateCodePayment Method:
Daily Rate(s):Fayment Method:
(FMultipleRateInfo is null)

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 Administration > Enterprise > Chain and Property Management > Electronic Registration Card.	Enterprise Inventory Financial Booking Chain and Property Management Airports Corporate Information Airports Image Management Amenities Hraction Categories Harding Categories
		Quick Search Departments Q Enter Keyw Site Map Electronic Registration Card Hubs
2	Click the vertical ellipsis and select Edit .	Only 1 result Views: Only 1 result Views: Only 1 result Views: Only 1 result Views: New View Options Property Language Memt Edit Copy Preview Delete

Step Action Screenshot Scroll down to the Hotel Policies 3 Manage Electronic Registration Card 😧 Help section. Language Q The text in this section should be E Membership Type edited and updated as needed to Rich Text
 O Source reflect all your hotel policies Paragraph 🔻 ▼ 10 pt ▼ B I 型 A ■ ▼ necessary to display on the ≝≡ ≡ ≡ ≡ ≡ ≡ = "5 C" + • | × × registration card. Merge Code Daily Rate: ML Relation **Important**: Do not edit or remove Guest Initial: the colored text boxes on the Hotel Policies registration card. Check out time: Check Dime Debit Card Policy: When using a bank/debit card at ch or your funds for room charges, tax and incidental expe depending upon the practice of your bank, your funds m daws after vour cherk-out date. This hotel is not respon ng Policy: This hotel is 100% smoke free. If I, or any som or any part of the building. I agree to pay a clear a vehicle on the hotel premises is done at my own t occupant; my hotel room is not my residence. Pet Policy: A pet fee of \$25 per pet/p should be in its pet carrier/crate. If my Cancel Save Click **Save** to complete the 4 registration card update. Cancel Save

Updating your Hotel Policies on the Electronic Registration Card, continued

Check-In	Electronic registration cards can be generated during the check-in
Using the	process.
Electronic	
Registration Card	Follow the steps below to generate an electronic registration card at check-in.

Step	Action	Screenshot
1	To create an electronic registration card at check-in, follow the menu path OPERA Cloud > Front Desk > Arrivals .	Front Desk Inven Arrivals Departures Front Desk Workspace In House

Step	Action	Screenshot
2	From the console view, search for the reservation and verify the guest stay information before generating the electronic registration card.	0
7	In the Create column coloct eSign	
5	Registration Card.	Create Copy Reservation eSign Registration Card Registration Card
4	 When the registration card appears on the tablet, ask the guest to initial and sign. The guest can tap the Initial and Signature areas and sign directly on the tablet. When the guest has already initialed and signed, the pencil icons adjacent to their initials or signature can be used to make an update. 	Guest Initial:
5	Press Save to store the electronic registration card file with the reservation.	Cancel Save
6	Click Check In and proceed with the check-in process.	Check In

Check-In Using the Electronic Registration Card, continued



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

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

Step	Action	Screenshot
	To view or print an electronic registration card for an in-house reservation, follow the menu path OPERA Cloud > Front Desk > Inhouse. For checked-out reservations, follow the menu path OPERA Cloud > Bookings > Manage Reservation.	Front Desk Inven Arrivals Departures Front Desk Workspace In House Bookings Front Desk In House Blocks Events Reservations House Posting Account Reservations Workspace Look To Book Sales Screen Room Diary Quick Book Walk In Reservation
	Once the reservation has been located, select the I Want To menu and select eSigned Registration Cards.	Reservation eSigned Registration Cards (1)

Step Action Screenshot Click the vertical ellipsis and eSigned Registration Cards × select Preview or Print. Language E 1 Created On 07-20-2023 03:45 PM Thu Created By E_JAREDH@WHR Preview displays the н. eSigned registration document on screen. **Print** provides a print menu н. Preview with options for printing the document. Print

Viewing and Printing eSign Registration Cards, continued

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