





# **Business Travel Website**

## **User Manual**





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Login:

User ID:  \*

Password:  \*

[▶ Log In](#)

[First time user? click here to sign up.](#)

[Forgot your password? click here](#)

[Change your password? click here](#)

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Member of:



1. First time users of the Business Travel site will have to register. From the main page, choose:

*[First time user? Click here to sign up](#)*

This process is only required once.

**Note: Please follow your company's instructions as this may not apply to all users.**

2. For all users that have previously registered, please enter your User ID and Password.

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### Sign Up:

By submitting your information to Accommodations Plus Int'l you will be able to access special rates. Any personal information entered will not be sold or given to any outside party not involved in your booking.



All information submitted to Accommodations Plus Int'l will be kept strictly confidential.

User ID:  \*  
 Password:  \*  
 Confirm Password:  \*  
 First Name:  \*  
 Middle Name:   
 Last Name:  \*  
 Airline / Company:   
 Manager Name:  \*  
 Manager Email:  \*  
 Department Number:  \*  
 Location Number:  \*  
 Street Address 1:  \*  
 Street Address 2:   
 City:  \*  
 State/Province:  \* Only for US and Canada  
 Postal Code:  \*  
 Country:  \*  
 Day Phone:  \*  
 Night Phone:   
 Fax:   
 Email:  \*  
 Confirm Email:  \*

☐ By checking this box you agree and consent to the [Terms and conditions](#) of this website.

[▶ Submit](#)

- Certain fields on the Sign Up page are mandatory. These fields are indicated with an (\*) next to them, such as:
  - User ID** (This can be your name, a letter combination, etc., i.e JohnS or JSmith)
  - Password** (Any combination of letters and number )
  - First name**
  - Last name**
  - Manager Name**
  - Manager Email**
  - Department Number**
  - Location Number**
  - Address**
  - Phone number**
  - User E-mail Address and re-confirmation of User e-mail Address**
  - You must agree to Terms and conditions in order to proceed.**



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Member of:

After registering, a re-confirmation e-mail will be sent to the registered e-mail address. You must follow the link in that e-mail in order to activate your account.

Once you have activated your account, you will be able to proceed to reservations.

Log In in order to proceed to reservations.



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## Search: Hotel

Welcome Regina Innocent to the Leisure hotel reservations site

**Step 1:** Choose ONE of the following four categories.

☒ City:

☐ State or Province:   [Search World by Country](#)

☐ Airport Code:

**Step 2:** Choose your hotel dates and # of adults.



Arrival:

Departure:

Adults:

Number of hotels to display:

1. A Hotel Search can be preformed by using one of the following:
  - City Name
  - State
  - Airport Code
  - Airline City (Not available for all users)
2. Enter the arrival and departure dates.
3. Click on **Display Available Hotels** to view options.

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Arrival: 
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[Change Dates](#)



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Search: *Hotel*
 Sort By: Preferred Hotels

All Hotels in CHICAGO

		Estimated Rate	Contracted Rate	
* Airline Leisure Hotel	HOLIDAY INN CHICAGO-ELK GROVE-OHARE APT Airport area of CHICAGO,IL,US	\$ 45 USD	\$ 45 USD	<a href="#">View Rates</a>
* Airline Leisure Hotel	INTERCONTINENTAL CHI MAG MILE City center of CHICAGO,IL,US	\$ 139 USD	\$ 139 USD	<a href="#">View Rates</a>
* API Preferred Hotel	HOTEL 71 City center of CHICAGO,IL,US	\$ 179 USD	\$ 120 USD	<a href="#">View Rates</a>
* API Preferred Hotel	WYNDHAM CHICAGO City center of CHICAGO,IL,US	\$ 139 USD	\$ 120 USD	<a href="#">View Rates</a>
	ALLEGRO CHICAGO A KIMPTON HTL City center of CHICAGO,IL,US	\$ 159 USD		<a href="#">View Rates</a>

- A list of preferred hotels will be displayed.  
 Displayed first will be rates offered for your airline only. Next will be API Preferred rates and then other available hotels.  
 (Airline contracted rates will also display, but only at the request of the airline.)
- After choosing a hotel, click **View Rates** to get a list of available room types and rates.

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Arrival:

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**Search: Hotel**

Availability for: **HOLIDAY INN CHICAGO-ELK GROVE-**, Chicago Regional Airports, IL, US  
>From Mar 04, 2011 to Mar 07, 2011



Please review the cancellation policy or any applicable deposit requirements for this hotel by clicking the [hotel information](#) button.  
By clicking the reserve a room button, I agree that I have read and accept the cancellation policy and deposit requirements of this hotel.

AVG = 101.53 TOP RATE = 119.00 LOWEST RATE = 45.00  
Available Rooms Currency in **US Dollars**

[CONVERT CURRENCY](#) | [HOTEL INFO](#)

US Dollars	Rate and Room Description
45.00	AIRLINE LEISURE 2 DOUBLE BEDS NONSMOKING FREE HIGH SPEED WIRELESS INTERNET ACCESS AND A 32 INCH TV WITH (GUARANTEE REQUIRED) <a href="#">▶ See Full Rate Details</a>
45.00	AIRLINE LEISURE 2 DOUBLE BEDS EXECUTIVE NONSMOKING CHECK YOUR EMAIL WITH THE FREE HIGH SPEED WIRELESS (GUARANTEE REQUIRED) <a href="#">▶ See Full Rate Details</a>
109.00	BEST FLEXIBLE RATE 2 DOUBLE BEDS NONSMOKING FREE HIGH SPEED WIRELESS INTERNET ACCESS AND A 32 INCH TV WITH (PLEASE NOTE: DIFFERENT RATES APPLY FOR SOME NIGHTS) (GUARANTEE REQUIRED) <a href="#">▶ See Full Rate Details</a>

1. A list of room types will be displayed. Please make sure to read the room description, to ensure correct rate is secured (i.e. Airline contracted rate vs. hotel best available rate).
2. Choose the appropriate rate description. Click on **See Full Rate Details**, to see details about rate chosen.



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Detailed information for the room at the HILTON VANCOUVER AIRPORT  
from Wednesday, March 23, 2011  
to Thursday, March 24, 2011  
at a rate of 180.15 (USD) per night, plus applicable taxes and fees.

Guarantee Required

Details of room rates applicable for the period:  
USD 180.15 - from 2011-03-23 onwards  
USD 180.15 - Estimated total, which may include additional taxes and fees.

Details of room rate rules:  
AAA STAY AND SAVE  
VALID AAA I.D. CARD REQUIRED AT CHECK-IN  
SECOND RM FOR ADDITIONAL FAMILY MEMBERS ONLY  
TAXES AND SERVICE CHARGES NOT INCLUDED  
AGENT COMMISSION 10.00 PERCENT  
CREDIT CARD GUARANTEE

Deposit / Guarantee:  
CREDIT CARDS: AC AX CB CX DC DS ER EC JC  
DEP CREDIT CARDS: AC AX CB CX DC DS ER EC



Cancellations:  
04PM 23MAR11

▶ Reserve a Room

◀ Back

Once rate details are reviewed, choose **Reserve a Room**, to proceed with the reservation process.



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### Booking:

To secure a room for your stay, we need to collect the following booking information.

Please be advised that the hotel that you have selected has a 5 minute confirmation period. **Please reserve promptly.**

**You will need to present a valid company employee Id at the time of check-in.**

First Name:  \*  
 Middle Name:   
 Last Name:  \*  
 Airline / Company:   
 Street Address 1:  \*  
 Street Address 2:   
 City:  \*  
 State/Province:  \* Only for US and Canada  
 Postal Code:  \*  
 Country:  \*  
 Day Phone:  \*  
 Night Phone:   
 Fax:   
 Email:  \*  
 CC Email:   
 CC Email:   
 CC Email:   
 CC Email:   
 Credit Card Number:  \*  
 Credit Card Type:  \*  
 Expiration: Month:  Year:   


If name on credit card is different from name booking room, enter the name and address on file with the credit card issuer:

First Name:   
 Last Name:   
 Street Address 1:   
 Street Address 2:   
 City:   
 State/Province:   
 Postal Code:   
 Country:

Please let us know any additional information that will make your stay more enjoyable.



Special Instructions:

[Reserve a Room](#)

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Most of the information required will be automatically populated; credit card information must be entered manually every time.

Click on **Reserve a Room** to complete the reservation.

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## Booking Confirmation

**Thank you for booking online with Accommodations Plus International (API)**

Your reservation has been confirmed at the  
**EMBASSY STES MIAMI AIRPRT**  
 3974 NW SOUTH RIVER DRIVE

MIAMI INTERNTNL, US  
 Tel: 305 634-5000

from **Apr 12, 2005** to **Apr 13, 2005** at the rate of **USD 129.99 DY.**  
 (note that extras such as cribs or roll out beds may be charged at check out. Refer to amenity details)

Your Hotel confirmation number is: **CF-83524062**  
 Your API Booking ID is: **BT6189186**

**Guarentee**  
 ALL RESERVATIONS MUST BE GUARANTEED WITH A MAJOR CREDIT CARD OR ADVANCE CASH DEPOSIT TO HOTEL REGARDLESS OF TIME OF ARRIVAL. ALL RESERVATIONS MUST BE CANCELLED BY 6PM HOST TIME UNLESS DEPOSIT REQUIRED.

**Policy**  
 CHECK-IN 1500 - CHECK-OUT 1200 PETS NOT ALLOWED CHILDREN 18 YEARS AND UNDER STAY FREE IN SAME SUITE WITH PARENT. AMERICAN EXPRESS CARTE BLANCHE DINERS CLUB DISCOVER MASTERCARD VISA.

A confirmation page will be displayed with the booking information, confirmation number and booking ID. The same information will be sent to the email address provided on the booking form.

This confirmation needs to be presented to the hotel at the time of check-in.