



Training Bulletin

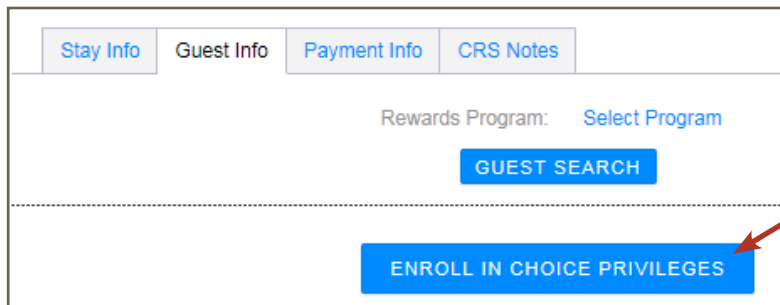
TITLE: HOW TO ENROLL A GUEST IN THE CHOICE PRIVILEGES PROGRAM
AUDIENCE: HOTEL STAFF (US PROPERTIES ONLY)
DATE: OCTOBER 18

Intro

Is the guest you're working with a Choice Privileges member? If not, they may be missing out on some great rewards and benefits of being a Choice Privileges rewards member! Once you've explained why they should join the program (really, how hard is that?) and they have agreed to let you enroll them, this is how you can complete the process from the choiceADVANTAGE® system.

Steps

1. From the **Guest Info** tab, click the **Enroll in Choice Privileges** button.



- NOTE: Clicking this button will take you out of the choiceADVANTAGE system to ChoiceHotels.com. To get back into choiceADVANTAGE you will need to open a new tab in your browser and navigate back to the system.

**Applies to US properties only*

Training Bulletin

How to Enroll a Guest in Choice Privileges

- The **Choice Privileges Membership Enrollment** page on ChoiceHotels.com displays. The appropriate information will be filled in automatically based on what was entered into the reservation in the choiceADVANTAGE system. Review the information to confirm that it is all correct and add any required information that is still blank.

CHOICE
HOTELS®

CHOICE PRIVILEGES MEMBERSHIP ENROLLMENT

Membership in the program is only available to residents of the U.S., U.S Territories, Canada, Europe, Middle East, Africa, Mexico, Central America, the Caribbean, Australia, New Zealand, and Singapore*. Required fields are indicated with an asterisk (*).

PERSONAL INFORMATION

TITLE FIRST NAME * MIDDLE INITIAL LAST NAME *

Select Bill Jones

- Verify that your information is correct at the bottom of the page. You **may** be eligible for Choice Privileges referral points for enrolling a new member.

SIGN UP INFORMATION

SIGN UP EMPLOYEE * (Enter your first initial and last name. For example, JSMITH)

hotelGM

SIGN UP LOCATION * (Enter your Property Code. For example, AZ001)

TR001

SIGN UP EMPLOYEE CP NUMBER (Enter your Choice Privileges Membership Number. For example, GP-ABC1234)

cxp001124

SUBMIT

- Click the **Submit** button once all required fields are complete and verified.
- The application confirmation page displays.

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CHOICE PRIVILEGES® MEMBERSHIP APPLICATION

THE APPLICATION HAS BEEN PROCESSED SUCCESSFULLY.

The member's Choice Privileges® Member ID is: GP-1234567890

Please fill out a Choice Privileges temporary membership card with the guest's name and member number. Then insert the card into the pocket of the new enrollment member brochure and give to the guest*.

Please inform the guest that their digital membership card will be available on the Choice Hotels mobile app.

* If you do not have temporary membership cards available, you can print one here.

- If the guest would like a temporary membership card, fill one out and place it into the pocket of the new member enrollment brochure. If you do not have any temporary cards, use the link to print one.
- Inform the guest that their digital membership card will be available on the Choice Hotels mobile app.

Done!