

## How To Add a Hotel Membership

If you have memberships or discount rates at hotels or car rental companies, you can put them in your profile. Basically you are entering your membership number so the reservation computers know that you qualify for your discount.


Some hotels choose not to join the computer reservation system used by airlines, hotels and car rental companies. Maybe they are too small; maybe they just know you so then you don't have a membership number. In that case, call a Reasons Agent. And of course, you can always call the hotel yourself.


If you get a discount that other employees might be able to use, please let Reasons Travel know. We can call the hotel to see if we can negotiate that discount for your entire company. Then we can enter that into Trip Manager at a "higher level" so all the travelers in your company get a good deal.

### Checklist for Entering Hotel Memberships

1. Log into Trip Manager at [www.TripManager.com](http://www.TripManager.com)
2. Click on the Profile tab at the top center of the screen.
3. In the left-hand vertical menu, click on Hotel.
4. At the lower right you'll see a section entitled "Membership Numbers".

#### Membership Numbers:

Hotel Chain	Personal ID#
(SELECT) 	<input type="text"/>
<input type="button" value="Add"/>	

5. Select a hotel from the popup menu.
6. Enter your membership number under "Personal ID#".
7. Click on "Add"
8. To add more hotel memberships, repeat steps 5, 6, 7.
9. Important! Click on the Submit button.   
This records all your hard work.