

How to Add a Corporate ID to Your Choice Privileges Account

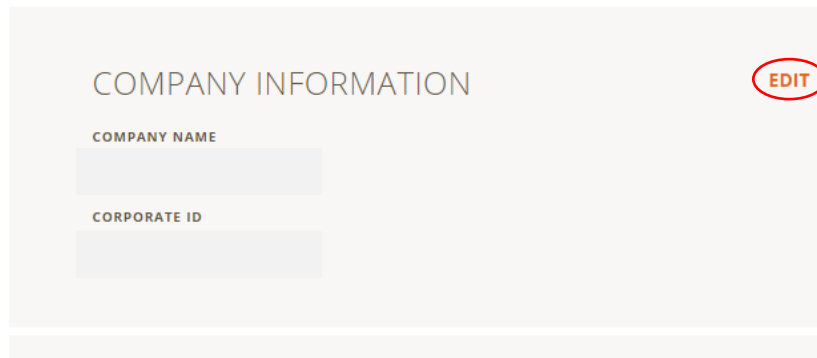
1. Go to www.choiceprivileges.com and sign into your account. Navigate to your name in the top right corner and click the downward arrow to display your account details. Click “My Account.”

The screenshot shows the Choice Privileges website interface. At the top, there's a navigation bar with links: Find a Hotel, Groups, Vacation Rentals, Deals, and Travel Tips. Below this is a secondary navigation bar with links: MY ACCOUNT, ABOUT CHOICE PRIVILEGES, EARN POINTS, USE POINTS, NEW BENEFITS, and CHOICE PRIV. The main content area features the Choice Privileges logo and a section titled "EDIT MY PROFILE". To the right of this section is a dropdown menu for the user's account. The menu shows the user is a "Diamond Member" with a "Points balance". The menu items are: My Account (circled in red), My Reservations, Manage Reservations, Rewards, Your Extras, Redeem Points, and a "Sign out" button.

2. After clicking “My Account” the Welcome page below will appear. Click “Update Profile” on the right.

The screenshot shows the Choice Privileges Welcome page. At the top, there's a "WELCOME" message with a placeholder for the user's name. Below this is a "FIND HOTELS" button. The main content area is divided into two columns. The left column is titled "STATUS AT A GLANCE" and contains a "CHOICE PRIVILEGES POINTS" section with a "REDEEM POINTS" button and a "BUY POINTS >" link. The right column is titled "MEMBER INFO" and contains a "MEMBER NUMBER" field, a "MEMBER SINCE" field, and a "UPDATE PROFILE" button (circled in red). Below these fields are links for "RULES AND REGULATIONS" and "REPORT A MISSING STAY". At the bottom of the page, there's a "BOOK A STAY >" button.

3. Scroll down the page to see the section for “Company Information.” Click “Edit.”



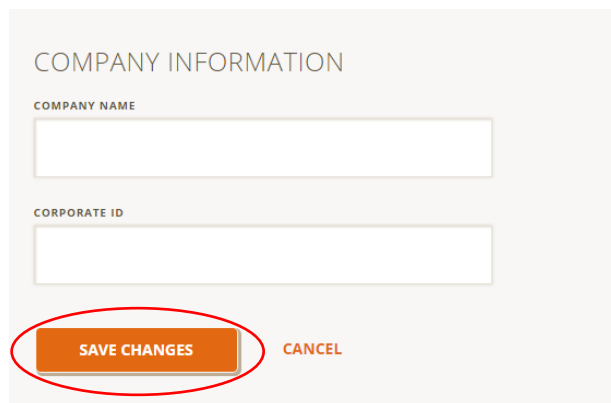
COMPANY INFORMATION

COMPANY NAME

CORPORATE ID

EDIT

4. Input your company name and your corporate ID. The Corporate ID is the number that was included in your introduction email to the Business Essentials program and is an 8-digit number. After you have entered this information, click “Save Changes.”



COMPANY INFORMATION

COMPANY NAME

CORPORATE ID

SAVE CHANGES CANCEL

5. Verify the information has been saved to your account.