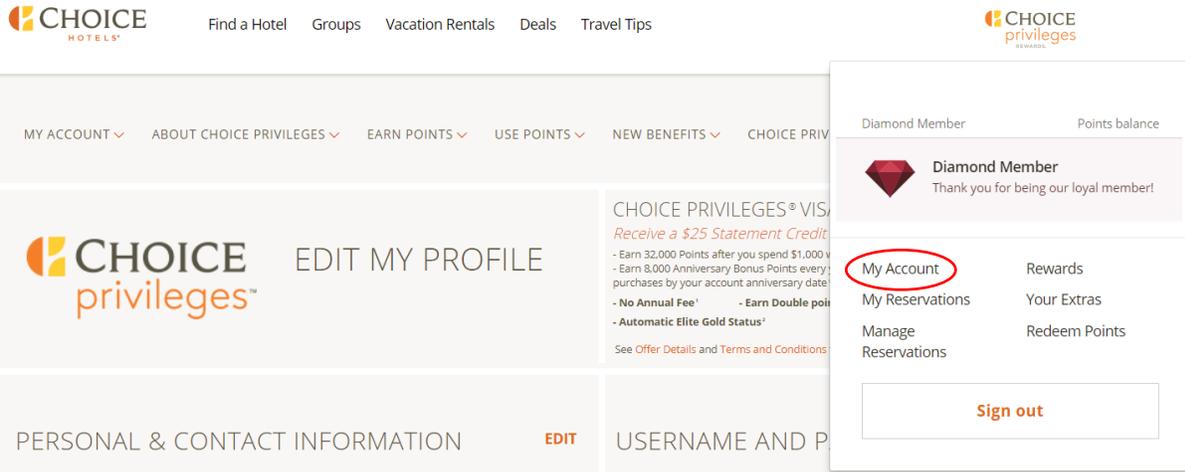


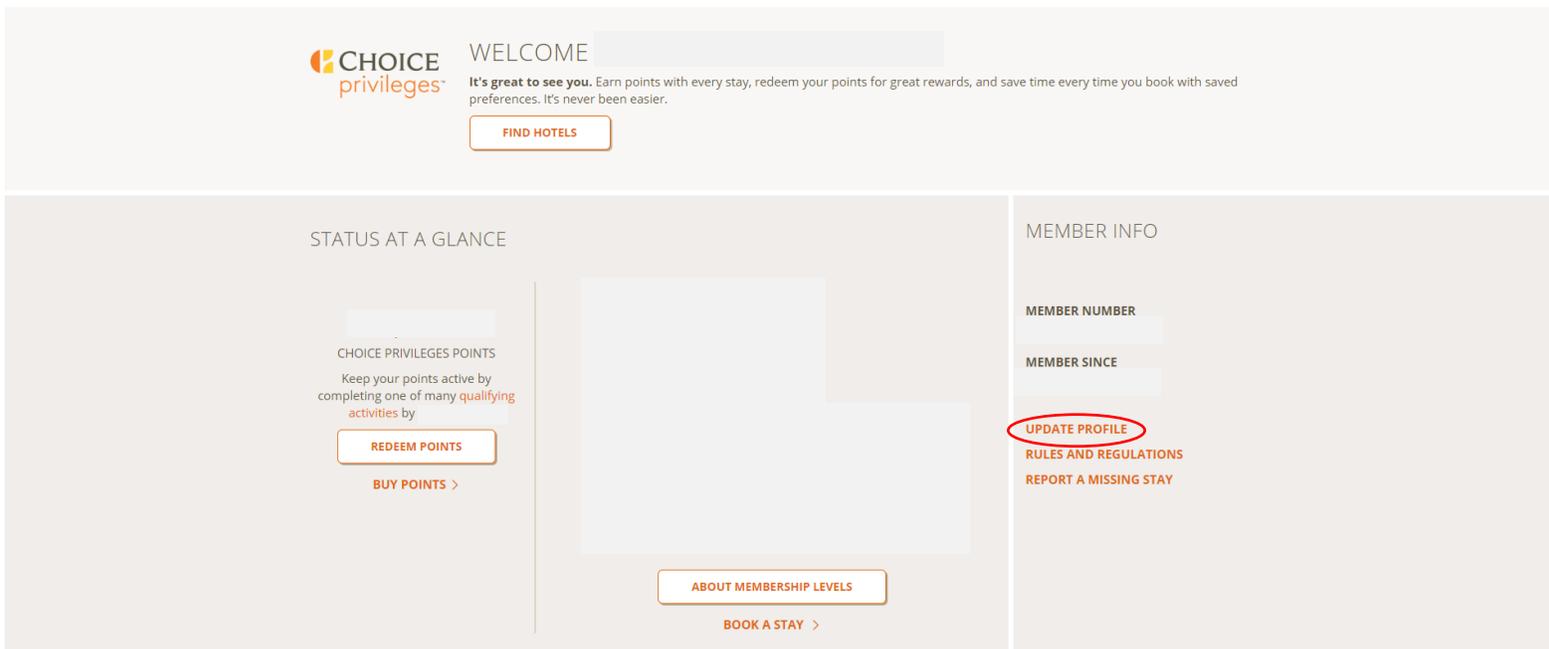
How to Add a Corporate ID to Your Choice Privileges Account

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.”



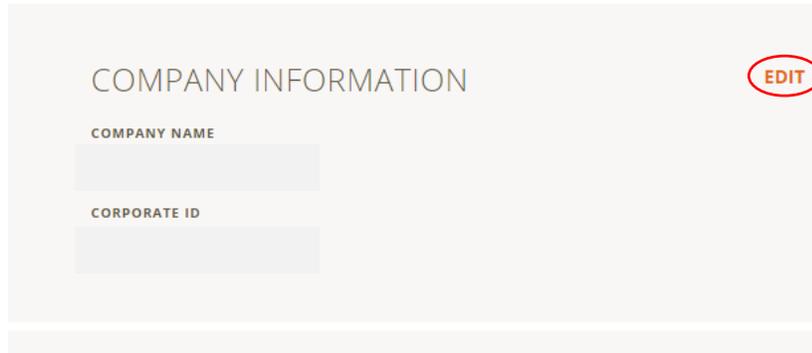
The screenshot shows the Choice Privileges website header with navigation links: Find a Hotel, Groups, Vacation Rentals, Deals, Travel Tips. The user is logged in as a Diamond Member. A dropdown menu is open, showing options: My Account (circled in red), My Reservations, Manage Reservations, Rewards, Your Extras, Redeem Points, and Sign out. The background shows the 'EDIT MY PROFILE' section with 'PERSONAL & CONTACT INFORMATION' and 'USERNAME AND P' visible.

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. The user is greeted with a 'WELCOME' message and a 'FIND HOTELS' button. The page is divided into three main sections: 'STATUS AT A GLANCE' with 'REDEEM POINTS' and 'BUY POINTS >' buttons; 'MEMBER INFO' with 'MEMBER NUMBER', 'MEMBER SINCE', 'UPDATE PROFILE' (circled in red), 'RULES AND REGULATIONS', and 'REPORT A MISSING STAY'; and a bottom section with 'ABOUT MEMBERSHIP LEVELS' and 'BOOK A STAY >' buttons.

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



COMPANY INFORMATION

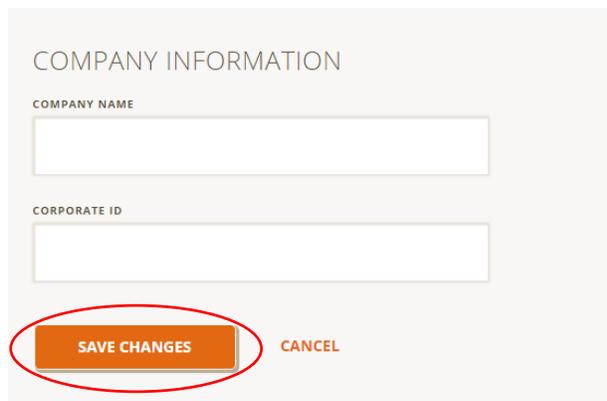
COMPANY NAME

CORPORATE ID

EDIT

This screenshot shows a light gray background with the text 'COMPANY INFORMATION' at the top. Below it are two labels, 'COMPANY NAME' and 'CORPORATE ID', each followed by a light gray rectangular input field. In the top right corner, the word 'EDIT' is written in a small, dark font and is circled with a red oval.

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

This screenshot shows the same 'COMPANY INFORMATION' form as the previous one, but now with two white input fields. The 'COMPANY NAME' field is empty, and the 'CORPORATE ID' field is empty. At the bottom left, there is a prominent orange button with the text 'SAVE CHANGES' in white, which is circled with a red oval. To its right, the word 'CANCEL' is written in a smaller, gray font.

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