

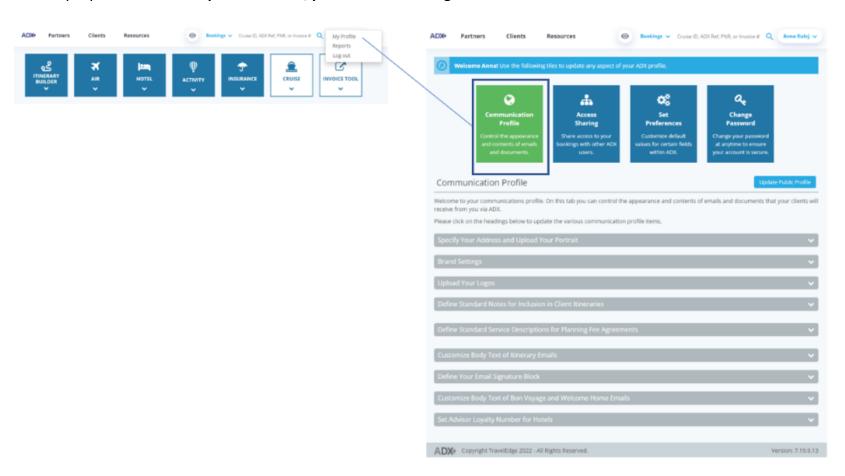
Quick Guide -Setting Advisor Hotel Loyalty Numbers

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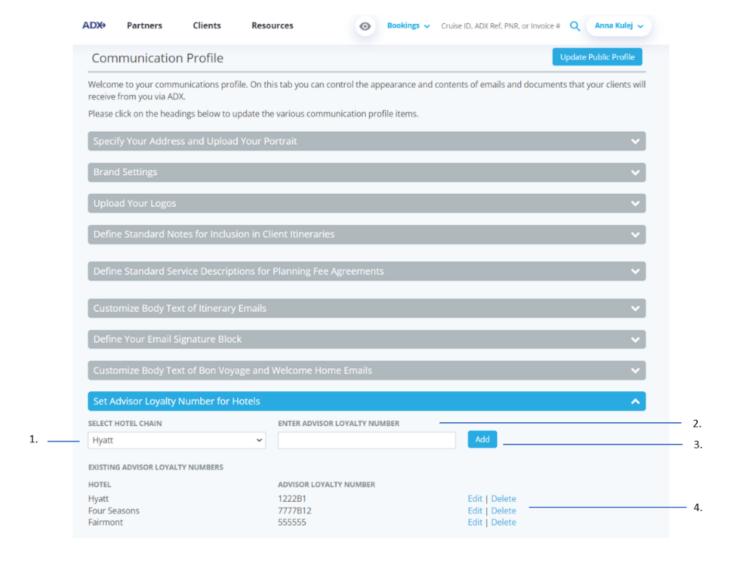
1.1. COMMUNICATION PROFILE

The communication profile page will allow customization of content appearing on the itinerary such as advisor signature, default notes and branding and logos. Set your public Travel Edge profile to be visible on the Travel Edge website. It also will store advisor hotel loyalty numbers. **To expand a section, press the v on the right side**



1.1.1 Set Advisor Loyalty Number for Hotels

Advisors can save their **advisor hotel program loyalty numbers** for Hyatt, Four Seasons and Fairmont in their profile. When booking with any of these programs, ADX will automatically send the advisor number to the hotel to recognize the booking accordingly.



<u>*</u> =	Steps		Notes
1.	Select the hotel chain program	• A	Available to select from Hyatt, Four Seasons, Fairmont
2.	Enter loyalty number	•	
3.	Press ADD	•	
4.	Review loyalty numbers on the profile		Edit to change any information Delete to remove a loyalty number