

# Guest Portal

A self-service tool for your guests to manage their stay.

## Let Your Guests Manage Their Bookings

Your guests can conveniently view and manage their past, current, and future reservations based on the many business rules you can set up. Prefer for your staff to handle reservation changes? Just turn this setting off.

## Enable Check Ins & Outs - Without the Front Desk

Contactless check-ins & outs are made easy and safe for you and your guests. Have other items you'd like your guests to complete before their arrival? Enable pre-check-in and add custom fields, such as Covid screening questions, to provide more staff control to the process.

## Communicate Efficiently with Your Guests

Allow your guests to contact you from within the Guest Portal using the Message Center. Staff will be notified of new messages on the back-end in real time and can respond right away!

## Collect Secure Payments

Show your guests their total stay amount, required deposit, and remaining balance details all in one place. With just one click, guests can access the Pay Now screen to complete quick, secure payments.

