

Search the Help Center



Hotel Reservations

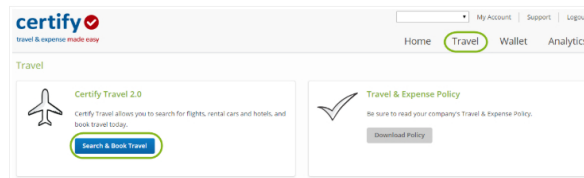


Courtney O'Reilly
January 21, 2020 1:34:5

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Certify Travel allows users to book flights, hotels, and car reservations quickly and effortlessly online. This article shows users how to make a hotel reservation.

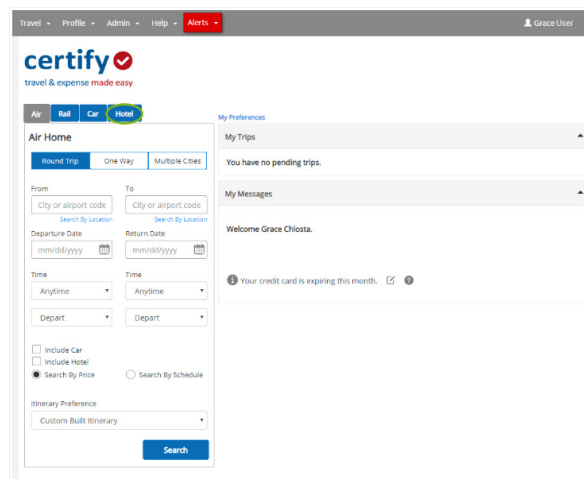
Step 1: On your account homepage, select **Travel**, and then select **Search & Book Travel**.



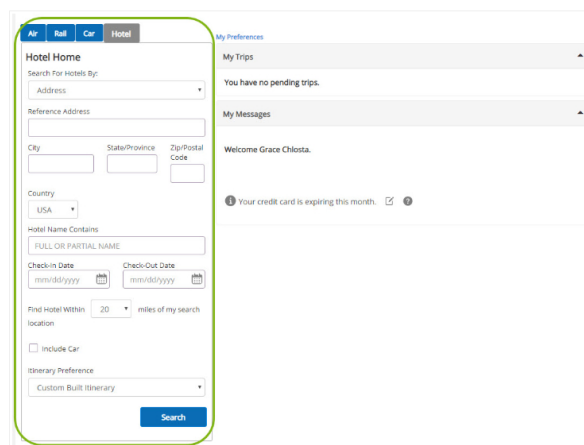
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Step 2: On the left panel, select **Hotel**.

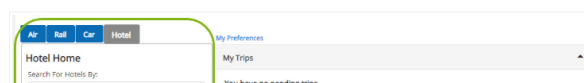


Step 3: On the left panel, select to search by **Airport/Custom Location** at the top. Enter an airport code or address in the field(s) provided. Enter a **check-in** and **check-out date**. Select **My Preferences** on the right to change your Hotel Travel Preferences. Click **Search**.



Step 4: Filters are located on the left panel. Select **Show Rates** on a hotel to view the individual room rates.

Please Note: If there are any policy issues with a room rate, a warning will be shown with the room rate.



Reference Address

City State/Province Zip/Postal Code

Country USA

Hotel Name Contains

FULL OR PARTIAL NAME

Check-in Date Check-out Date

Find hotel within 20 miles of my search location

☐ Include Car

Itinerary Preference

Custom Built Itinerary

Search

My Messages

Welcome Grace Chioita.

Your credit card is expiring this month.

Step 5: Select a room by clicking on the rate.

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Hotel Availability

Clear All Filters

Sort Options: Default

Hotel Name Contains

Show

Previously Stayed at Preferred and Contracts

Crown Rating

Best available rate. Tax. Includes one mobility access. All other no-smoking rooms booked to order breakfast-evening reception.

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Step 6: Click **Reserve** to complete the reservation. Enter in any additional information for the trip required by your company.

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Purchase Summary

Trip Name:

Cost Summary

Estimated Hotel Cost: \$29.00 USD

Estimated Total Trip Cost: \$29.00 USD

Reserve

Itinerary

Selected Itinerary, Not Yet Reserved

Embassy Suites Portland Maine

11 Nights (Jul 1, 2018 - Jul 2, 2018)

Step 7: From the **Itinerary & Confirmation** page, you can email or print the itinerary, as well as add air or a rental car.

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Purchase Summary

Trip Name:

Change Name

Trip Location: MOTCH - APOLLO

Cost Summary

Estimated Hotel Cost: \$58.61 USD

Estimated Total Trip Cost: \$58.61 USD

Itinerary & Confirmation

Portland

11 Nights (Jul 1, 2018 - Jul 2, 2018)

Itinerary Actions

Step 8: You will receive a confirmation email when the reservation has been approved.

Please Note: Most hotel bookings are reservations and paid at the time of service unless stated otherwise. If paid when booking, your emailed itinerary will automatically forward into your **Certify Wallet**.

Have more questions? [Contact Support](#)