



Preferred Hotels & Resorts Employee Rate FAQ Sheet

- Who is eligible to utilize the employee rate?
 - Employees of Preferred Hotels & Resorts member hotels
 - Corporate Office Associates of Preferred Hotels & Resorts
- What is required when I check in?

The hotel will honor the reserved employee rate on the condition that the employee provides **photo ID and one** of the following proofs of eligibility:

 - Employee Photo ID
 - Personal Business Card
 - Written verification of your employment on letterhead from your qualifying location
- How do I find the list of participating hotels?

Log in to the member portal on www.PreferredNet.Net → Revenue & Distribution → Employee Rate. and find the link to the Online **Employee Rate Program** on the member portal homepage or under member benefits page. Please do not contact the hotel directly.
- What if a member hotel I would like to book is not listed on ?

Participation in the Preferred Hotels & Resorts Employee Rate Program is based on each hotel's discretion. Not all hotels have elected to participate in the Employee Rate Program.
- How do I book a member hotel with the employee rate?
 - From the online listing, choose a hotel and select "**Book Now**".
 - Choose the dates, number of guests, rooms, and click on "**Check Availability**".
 - Select the rate that corresponds to the "Preferred Employee Rate".
 - Provide your contact and credit card information, and click on confirm booking.

Upon arrival, it is necessary to provide proof of eligibility in order for the hotel to honor the reserved Employee Rate.
- What if the dates I would like to book are not available for the employee rate?

Employee rates are based on space availability at the time of booking.