

**SynXis Central Reservation System - Login Request Form**

Please submit this form to your designated brand email address for processing.

Please provide details of the hotel personnel who will be using **The Synxis CRS**. You will be provided with access to **The Synxis CRS** based on the information you provide here.

A brief definition of the Access Levels:

**Super User - Property Administrator:** Highest level of access, includes: Update/add property information, update/add property users, rates, reservations, availability/inventory, booking engine, all reports, update/add items in lower access levels.

**High – Reservations Manager:** Normal level of access, includes: Same access as a Super User without update/add property users, booking engine and voice setup. (*this is the most common access level*)

**Medium – Front Office Manager:** Moderate level of access, includes: Same access as Reservations Manager without rate update capabilities.

**Low - Front Office Agent:** View only access to availability restrictions, express view, inventory, rates, reservations, all reports.

**3rd party access:** Access for 3rd parties to setup booking engine configuration/tracking only

***(If access to multiple properties is necessary, please list each property in the field(s) below separated by commas.)*  
Property Name(s):**  **Synxis Property ID(s):**

| **First and Last Name** | **Email Address** | **Access Level** |
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