

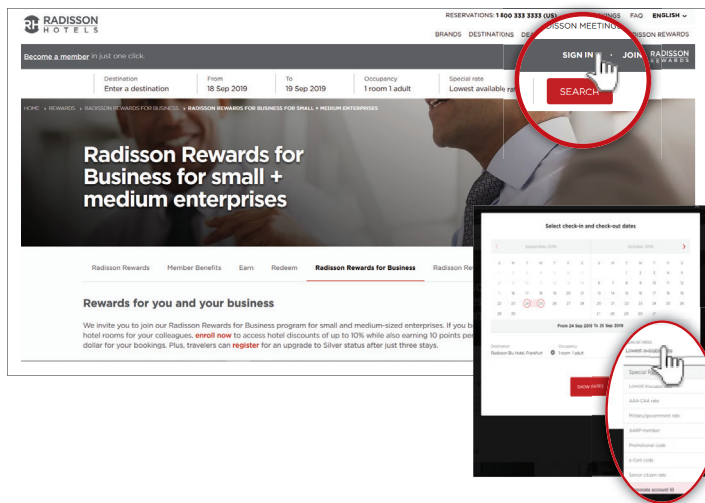
# Booking process for SME members

By following these steps to book hotels for their colleagues, members of the Small + Medium Enterprises program can earn 10 points per 1 U.S. dollar when they choose Radisson Hotel Group. Their travelers who are members of Radisson Rewards can also earn points for their stay.

## STEP 1

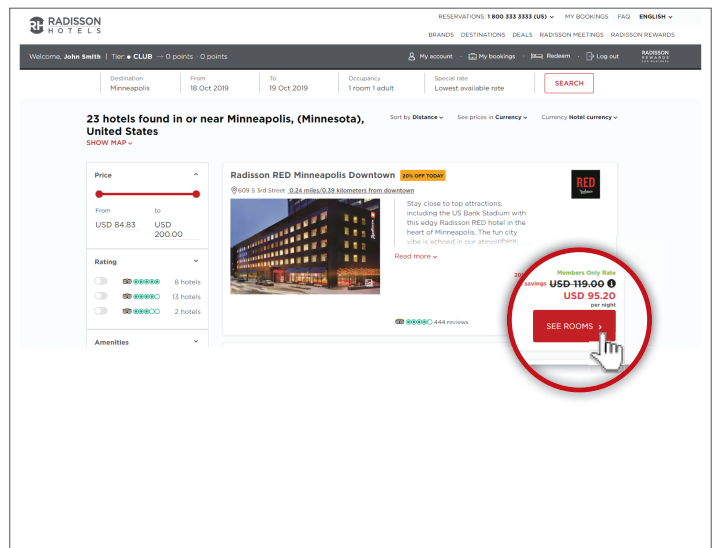
SIGN IN to your Radisson Rewards for Business account at [radissonhotels.com/rewards/sme](https://radissonhotels.com/rewards/sme).

Enter your destination in the booking search panel and it will take you to the booking page where you can select hotel and stay dates, and enter your corporate ID (if applicable).



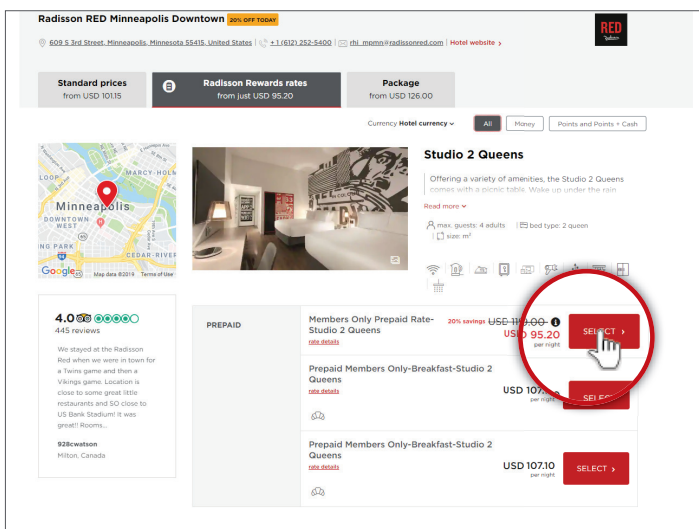
## STEP 2

Select a hotel in your traveler's destination.



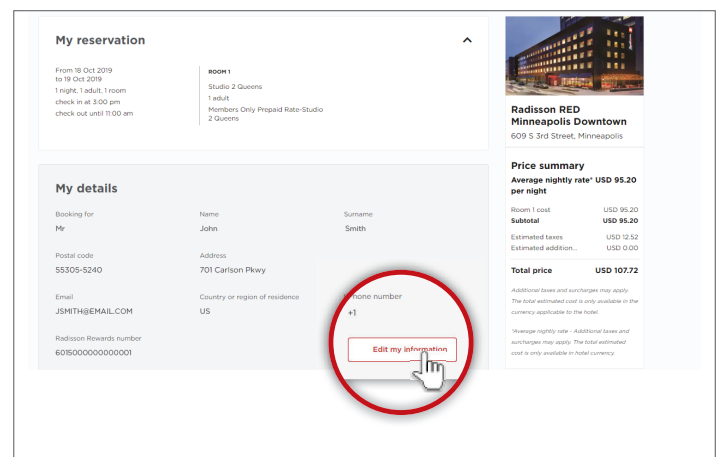
## STEP 3

Select the desired room type/rate. Book a lower rate for your travelers who are enrolled in Radisson Rewards by choosing a Members Only Rate for their trip.



## STEP 4

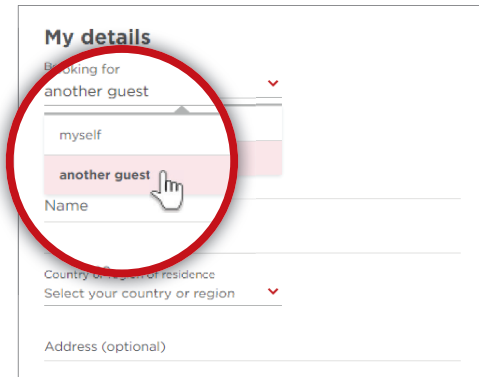
You are now at the checkout screen that summarizes the reservation. Click **"Edit my information"** to add your TRAVELER'S information. Include the traveler's Radisson Rewards member number if they are a member so they can earn points and benefits.



## STEP 5

In the “**My details**” section, click the drop down menu labeled “**Booking for**” – choose “**another guest**.”

This will allow you to add or edit the name, address, email address and Radisson Rewards member number of the traveler.



**My details**

Booking for  
another guest

myself

another guest

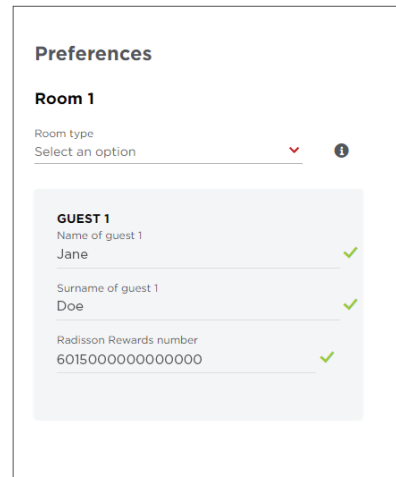
Name

Country of origin or residence  
Select your country or region

Address (optional)

## STEP 6

Recap of booking. The name you entered for “**another guest**” will be prepopulated in the Preferences section – review for accuracy.



**Preferences**

**Room 1**

Room type  
Select an option

**GUEST 1**

Name of guest 1  
Jane

Surname of guest 1  
Doe

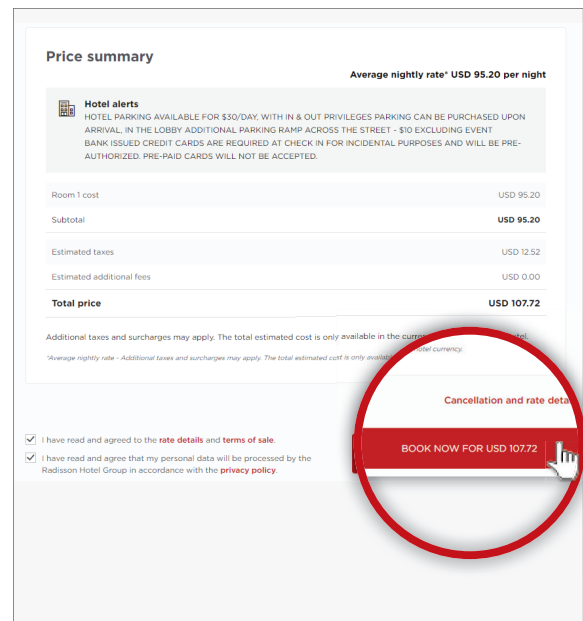
Radisson Rewards number  
6015000000000000

## STEP 7

Complete the booking by clicking the red “**BOOK NOW**” button.

Don’t forget to accept our privacy policy and booking terms.

Once the booking is complete, make sure your traveler is registered for a faster upgrade to Silver status at [radissonhotels.com/rewards/smesilver](https://radissonhotels.com/rewards/smesilver)



**Price summary**

Average nightly rate\* USD 95.20 per night

**Hotel alerts**  
HOTEL PARKING AVAILABLE FOR \$30/DAY. WITH IN & OUT PRIVILEGES PARKING CAN BE PURCHASED UPON ARRIVAL. IN THE LOBBY ADDITIONAL PARKING RAMP ACROSS THE STREET - \$10 EXCLUDING EVENT. BANK ISSUED CREDIT CARDS ARE REQUIRED AT CHECK IN FOR INCIDENTAL PURPOSES AND WILL BE PRE-AUTHORIZED. PRE-PAID CARDS WILL NOT BE ACCEPTED.

Room 1 cost	USD 95.20
Subtotal	USD 95.20
Estimated taxes	USD 12.52
Estimated additional fees	USD 0.00
<b>Total price</b>	<b>USD 107.72</b>

Additional taxes and surcharges may apply. The total estimated cost is only available in the currency of the hotel.  
\*Average nightly rate - Additional taxes and surcharges may apply. The total estimated cost is only available in the currency of the hotel.

**Cancellation and rate details**

☒ I have read and agreed to the [rate details](#) and [terms of sale](#).

☒ I have read and agree that my personal data will be processed by the Radisson Hotel Group in accordance with the [privacy policy](#).

**BOOK NOW FOR USD 107.72**