



**Marriott**  
INTERNATIONAL

# HOTEL EXCELLENCE!

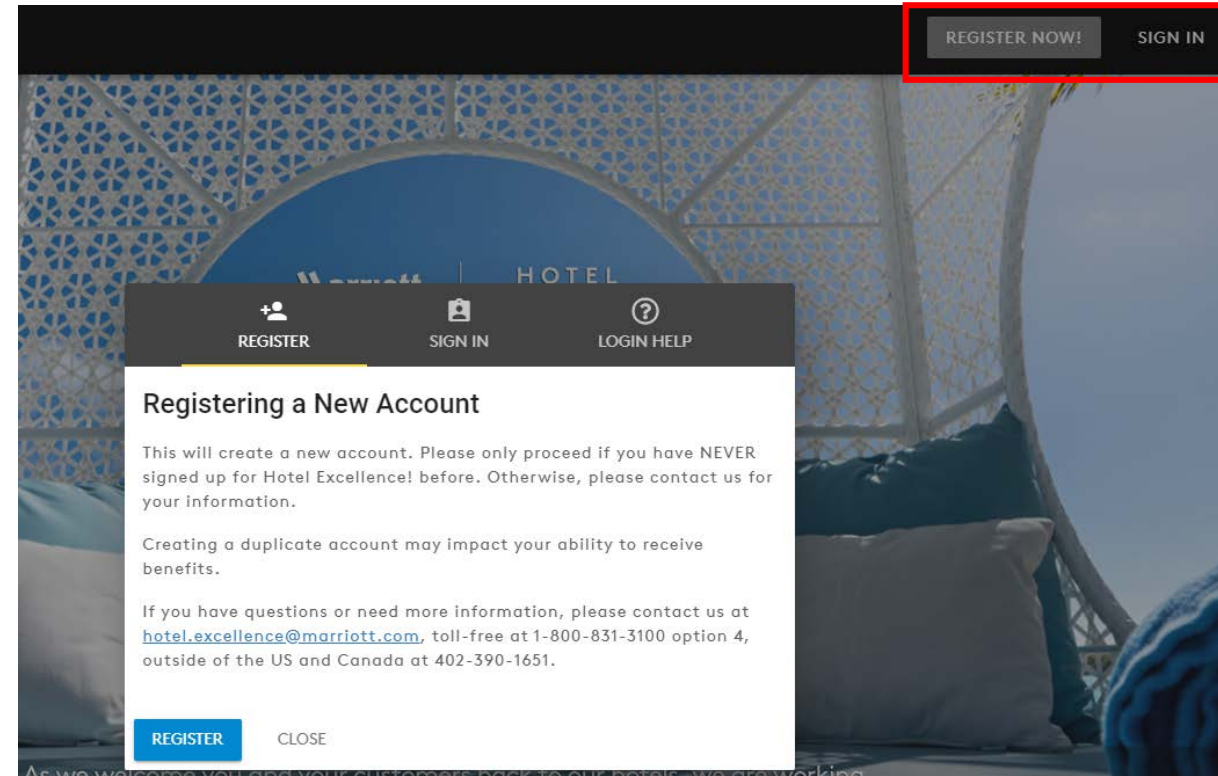
## REVIEWING YOUR AGENCY STATUS

MARRIOTT  
BONVOY™

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 PROTEA HOTELS.	Fairfield	 AC HOTELS MARRIOTT	 FLoft	 moxie	 MARRIOTT EXECUTIVE APARTMENTS	Residence INN	TOWNEPLACE SUITES™	 element	

## TO LOG IN

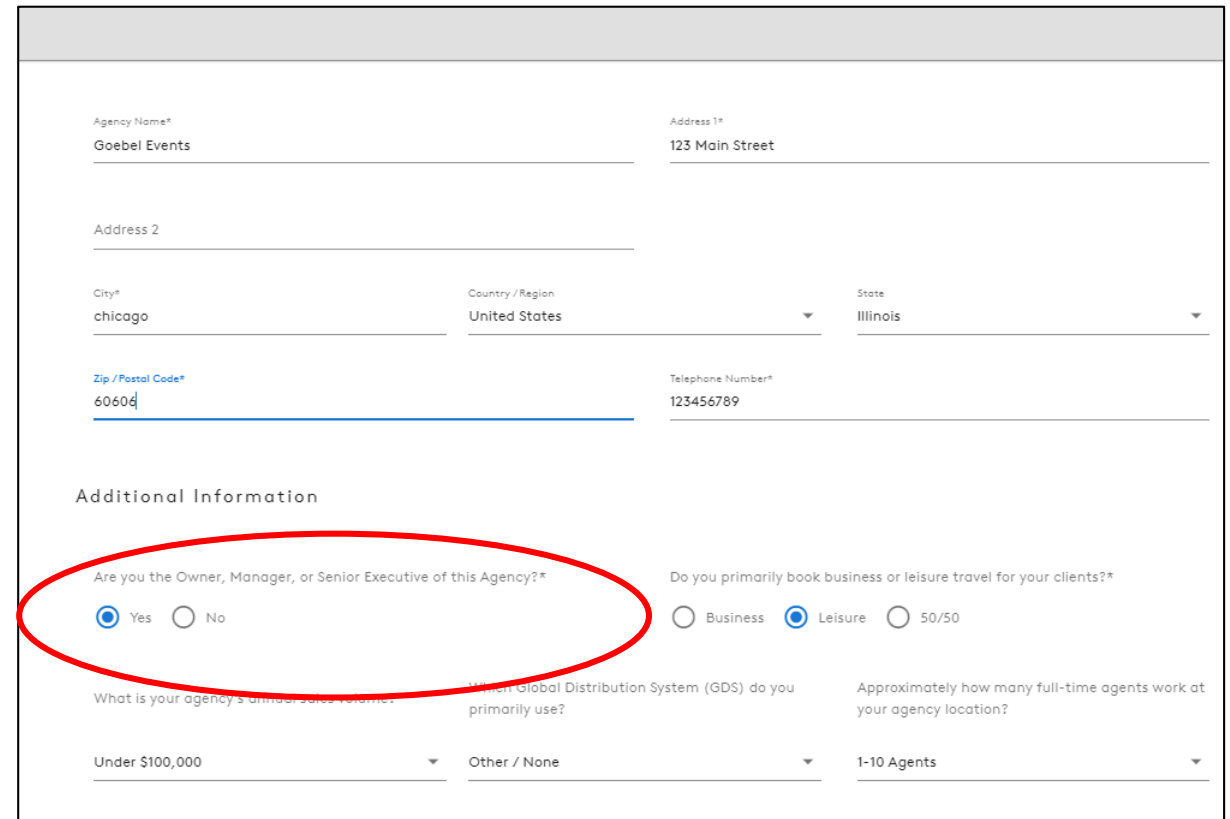
- Visit <https://hotelexcellence.marriott.com/home>
- If you already have an account, login using your email address and password. You may also reset your password using the "I've forgotten my password" feature.
- If you do not have an account, Register via the "**Register Now!**" button.



## DESIGNATING AN AGENCY OWNER/MANAGER

### For Agency Owners/ Managers Only:

- Each IATA/ARC/CLIA/TIDS location owner/manager must have a Profile within Hotel Excellence!
- To designate yourself as the owner/manager, click on the Profile icon from the **Advisor Status** row.
- Select "Yes" to "Are you the owner, manager or senior executive of this agency?".
- Managing multiple locations? See slide 7.



Agency Name\*  
Goebel Events

Address 1\*  
123 Main Street

Address 2

City\*  
chicago

Country / Region  
United States

State  
Illinois

Zip / Postal Code\*  
60604

Telephone Number\*  
123456789

Additional Information

Are you the Owner, Manager, or Senior Executive of this Agency?\*

Yes  No

Do you primarily book business or leisure travel for your clients?\*

Business  Leisure  50/50

What is your agency's annual sales volume?

Which Global Distribution System (GDS) do you primarily use?

Approximately how many full-time agents work at your agency location?

Under \$100,000

Other / None

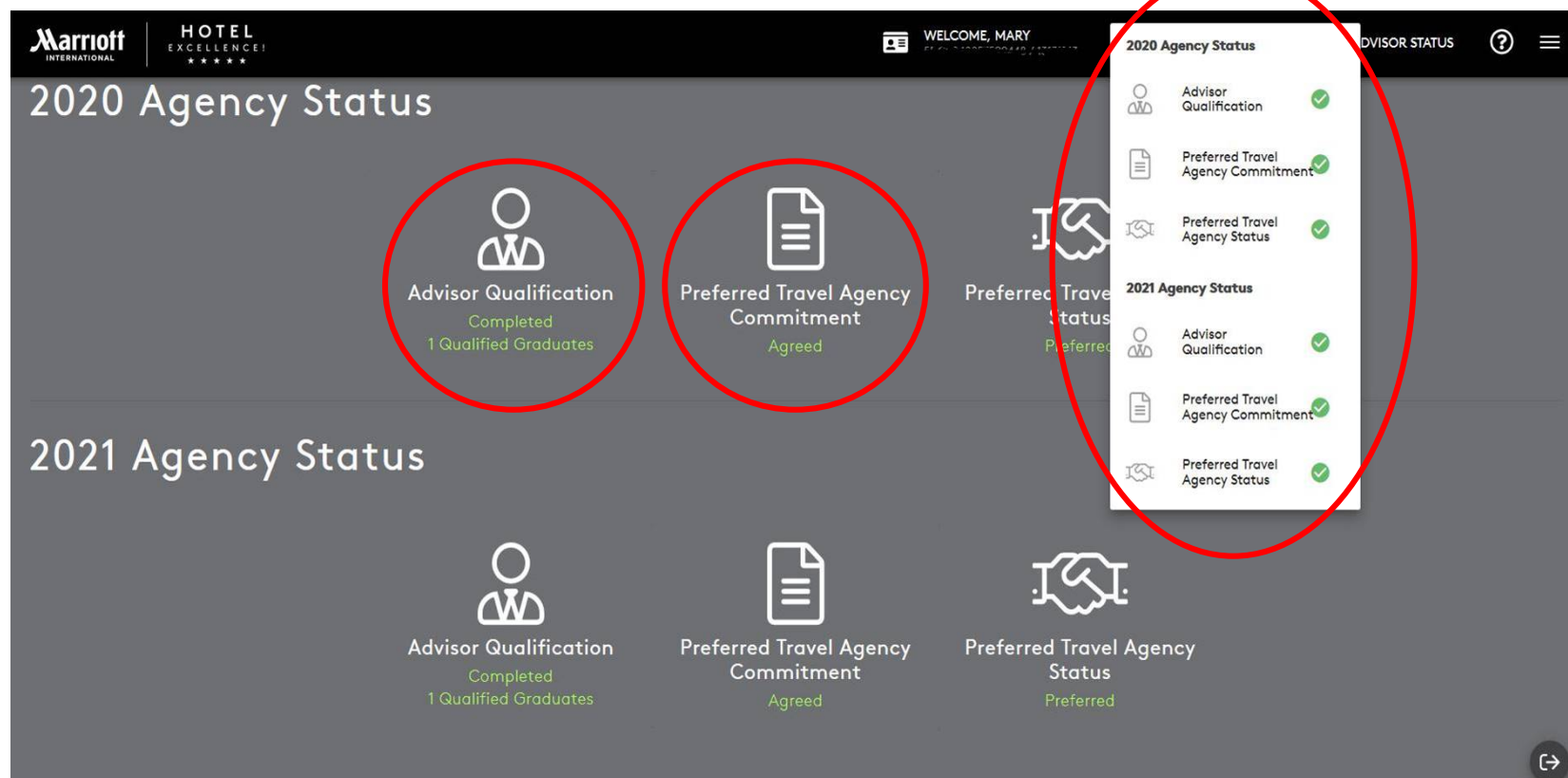
1-10 Agents

# REVIEWING THE DASHBOARD

## TO VIEW AGENCY STATUS

For Agency Owners/ Managers Only:

- From the **Agency Status** row or the drop down in the upper right of the page, you can easily track the status of your agency (*Preferred* or *Standard*).
- All required PTA criteria must be met to receive the Preferred (10%) commission. Payments are not retroactive prior to Preferred agency status.

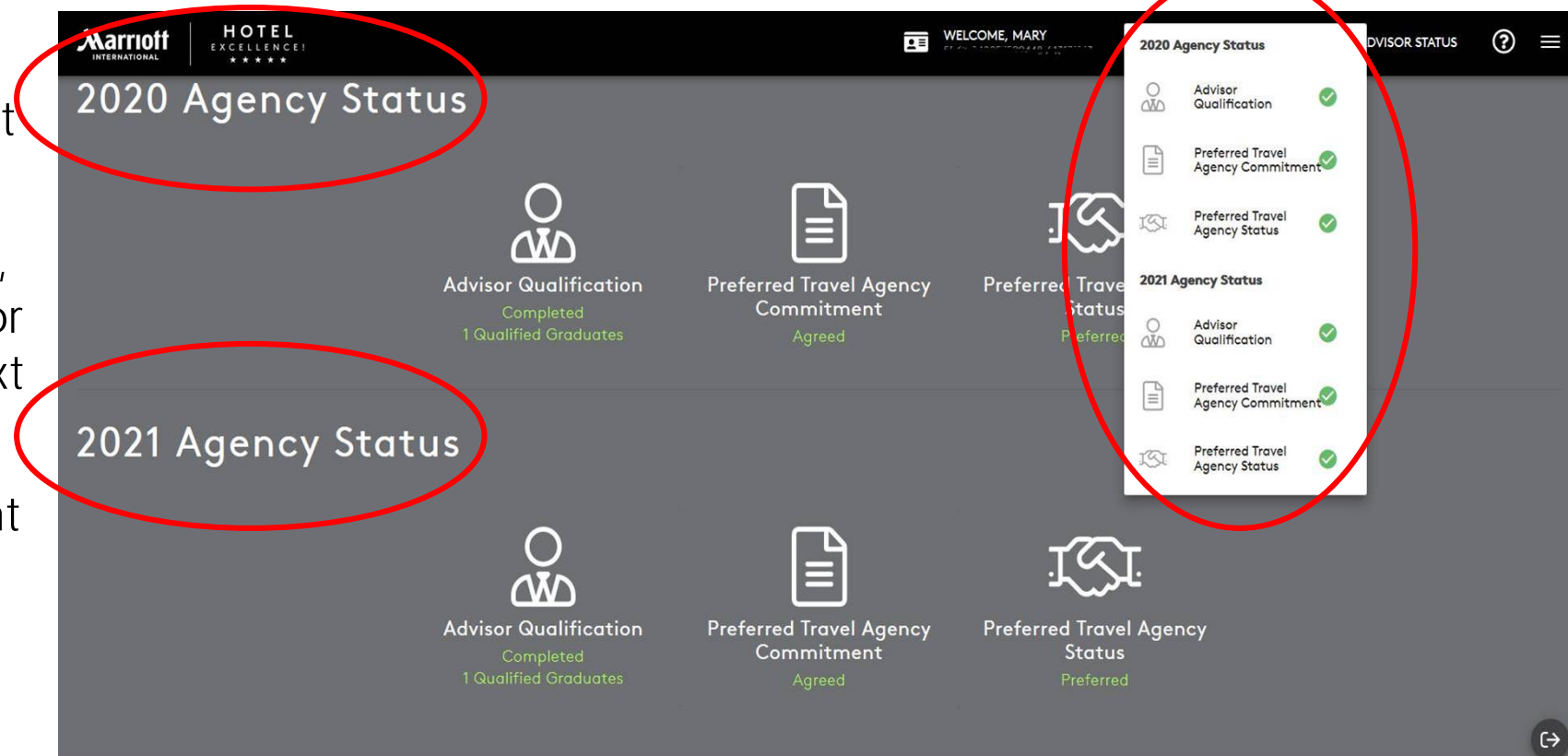


# REVIEWING THE DASHBOARD

## TO VIEW AGENCY STATUS

Please note:

- Preferred agency status must be renewed annually.
- Towards the end of the year, you will see **Agency Status** for the current year and the next year.
- The status bar at the top right of the screen shows your agency's status and any outstanding action steps required to achieve/maintain Preferred status.



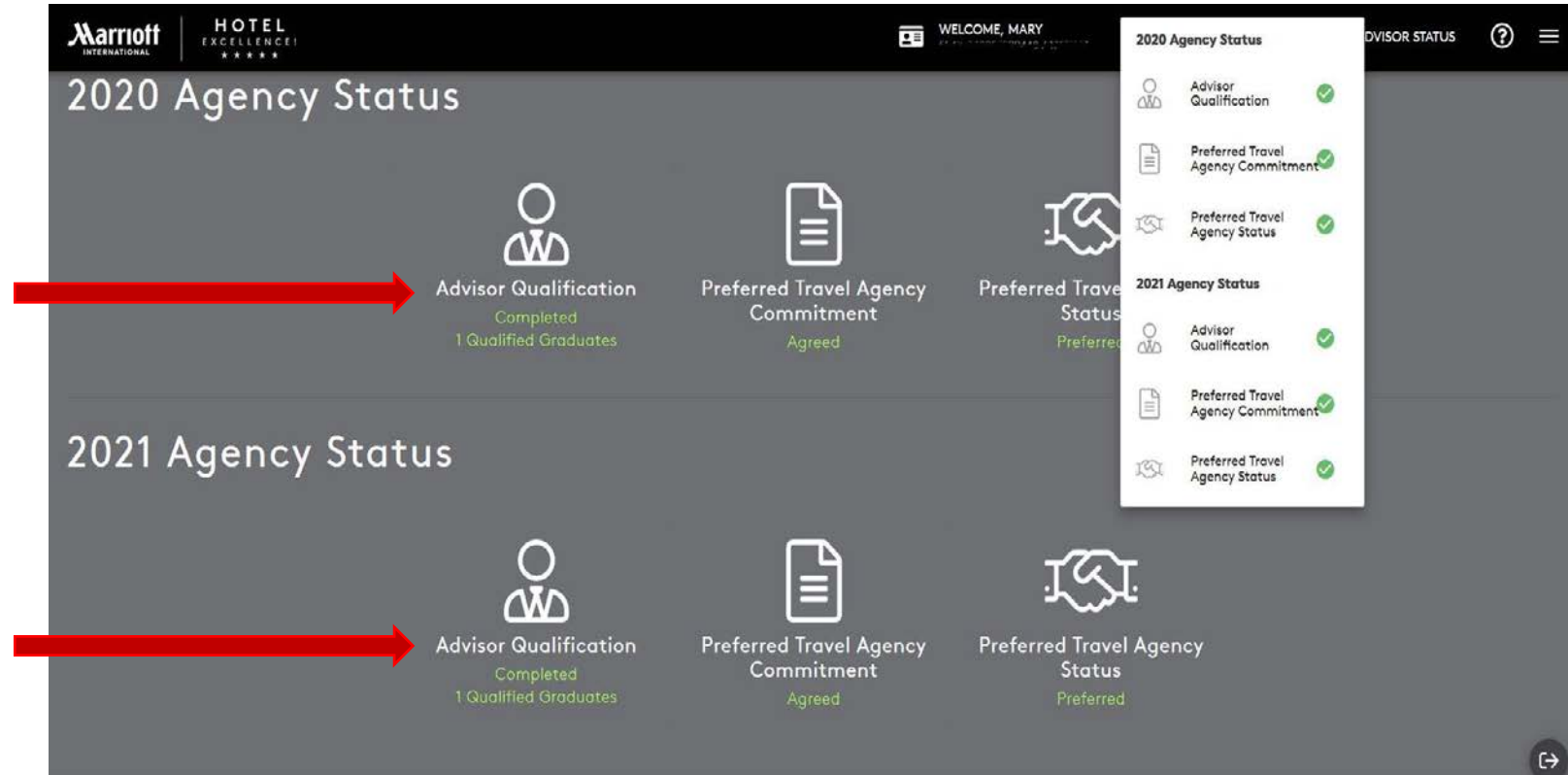
**Note:** Outstanding steps will be marked in the Agency Status drop down list of options by a red asterisk.

# REVIEWING THE DASHBOARD

## TO BE A PREFERRED TRAVEL AGENCY (PTA):

### Advisor Qualification:

- Your agency must have at least 1 qualified advisor at each agency IATA/ARC/TIDS/CLIA location.
- A qualified advisor has completed the Core training, the current year's Continuing Education training and updated their HE! Profile.
- A qualified advisor associated with an IATA/CLIA location in the US must have a valid IATAN VER or CLIA Embarc ID in their profile.
- A "Completed" status below the **Advisor Qualification** icon reflects how many qualified advisors your agency location has in total.



# REVIEWING THE DASHBOARD

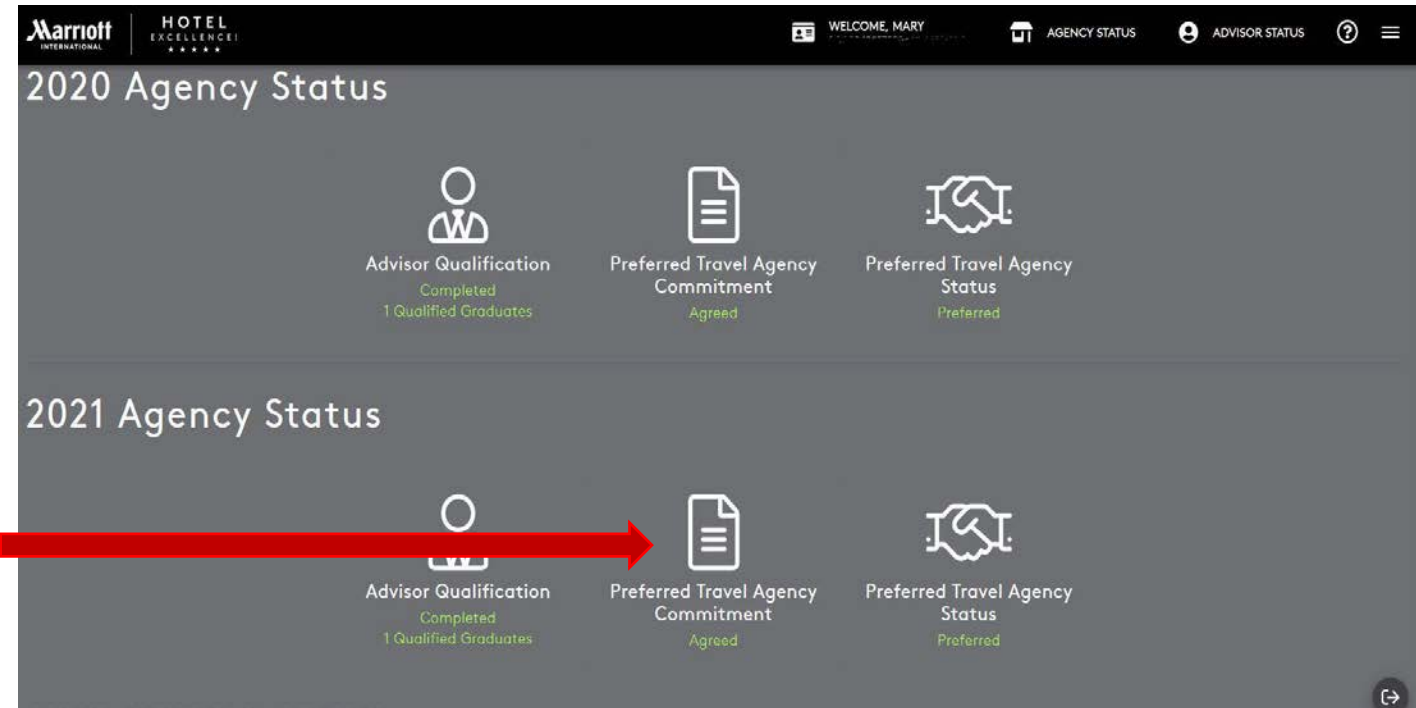
## TO BE A PREFERRED TRAVEL AGENCY (PTA):

### Agency Commitment:

- As the owner/manager of the agency IATA/ARC/TIDS/CLIA location indicated on your profile, you must electronically sign the commitment annually. If you have satisfied this requirement, you will see "Agreed" below the Preferred Travel Agency icon.

### Managing Multiple IATA/ARC/CLIA/TIDS locations

- As the owner/manager of multiple IATA/ARC/CLIA/TIDS locations, you must complete all steps for each location to be a Preferred Travel Agency.
- To sign the agency commitment or view the status of each IATA/ARC/CLIA/TIDS number that you manage, edit your Profile from the HE! dashboard with the IATA/ARC/CLIA/TIDS number you wish to view. You can only add one credential at a time to your Profile.



## TO RESTORE PTA STATUS:

- If the qualified advisor at your IATA/ARC/TIDS/CLIA location leaves, your agency would be downgraded to Standard (8%) Travel Agency.
- A “*Graduate Needed*” status below the **Advisor Qualification** icon reflects your agency IATA location has not met the requirement of at least 1 qualified advisor and you or another travel advisor at your IATA/ARC/TIDS/CLIA location must complete the required training.





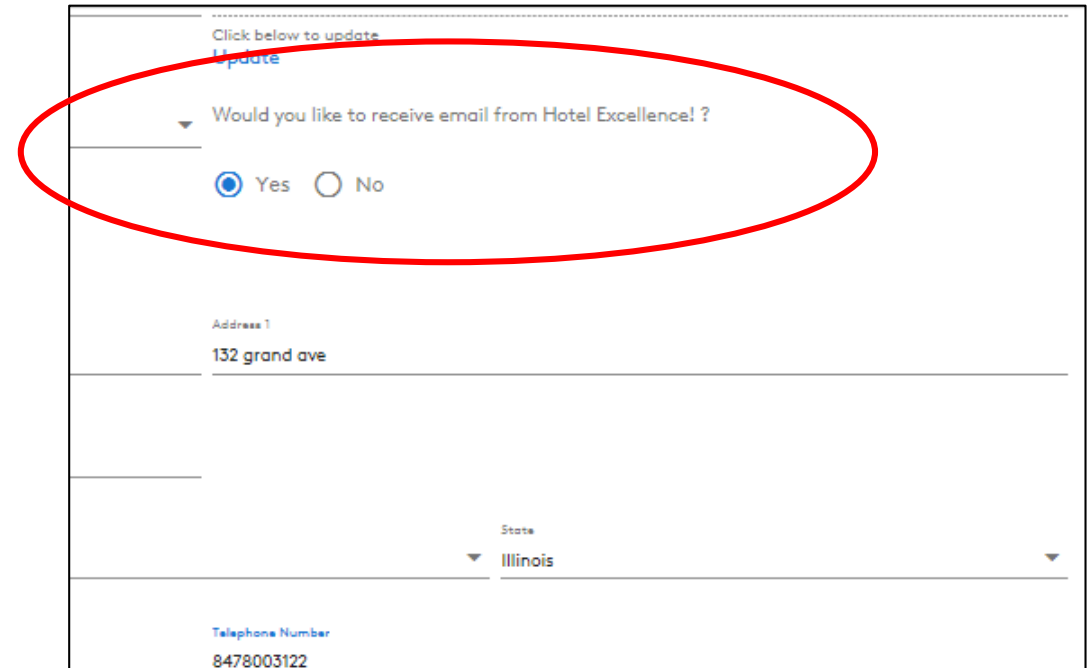
## TO ENSURE YOU RECEIVE PTA COMMUNICATIONS

You must maintain a current, valid email address in your profile to ensure we can communicate to you about your PTA status:

- **Annual Agency Status Recertification**
  - Typically occurs in Q3/Q4 of each calendar year.
  - Two Reminder Emails sent prior to December 31.
- **Changes To Existing Agency Status**
  - Will occur only if any of the satisfied requirements to be Preferred has changed for your agency.

### Other Hotel Excellence! Communications:

- To keep Hotel Excellence! top of mind, we recommend opting in-to communications. Click on your "Profile" and select "Yes" to the question "Would you like to receive email from Hotel Excellence!."



Click below to update  
[Update](#)

Would you like to receive email from Hotel Excellence! ?

Yes  No

Address 1  
132 grand ave

State  
Illinois

Telephone Number  
8478003122

## MORE RESOURCES AVAILABLE

- View the **Tools & Resources** bar for the **Learn Our Brands** comparison tool, access to the **Marriott Bonvoy Traveler** site, and additional **Brand Resources**.
- View FAQs after you log in to [travelagents.marriott.com](https://travelagents.marriott.com).

### Need additional help?

- Contact Intermediary Partner Care at [hotel.excellence@marriott.com](mailto:hotel.excellence@marriott.com), or within the US at -800-831-3100, option 4; Non-US locations at 1-402-390-1651.

