MyPMS© Sign Up Worksheet

To get started using MyPMS© we need some rudimentary information from you, the property manager. Please fill out the following sections below, and we can begin building your property.

1. Hotel Information
   a. Name: _____
   b. Address 1: _____
   c. Address 2: _____
   d. City, State, Zip: _____
   e. Main Phone: _____
   f. Main Fax: _____

2. Manager Contact
   a. Name: _____
   b. Address 1: _____
   c. Address 2: _____
   d. City, State, Zip: _____
   e. Main Phone: _____
   f. Main Fax: _____

3. Technical Contact
   a. Name: _____
   b. Address 1: _____
   c. Address 2: _____
   d. City, State, Zip: _____
   e. Main Phone: _____
   f. Main Fax: _____

4. Payment Information Please select from on of the following choices and include all information requested:

   a. Credit Card

    i. Type: _____

    ii. CC#: _____

    iii. Exp. Date: _____

    iv. CVV (card ID#): _____

    v. CC holders full name as it appears on card:

       _____

    vi. Billing Address: _____

    vii. City, State, Zip: _____

    viii. Phone: _____

We do not need any specific information regarding rooms, rates, etc.. for your hotel. This information will be requested from your Account Manager and is completely user definable and can be changed at anytime by you.

If you intend to use the embedded credit card processing features of MyPMS, please go to: https://www.bookingcenter.com/support/manuals-tutorials-and-forms/ and download the document called "MyCard Signup Worksheet". If your merchant bank has any questions about how to verify BookingCenter's PCI Compliancy or other questions about our support for the TSYS, Vital, or VisaNet processor platforms, have them read the KnowledeBase article titled "**How secure are credit card transactions? Is BookingCenter PCI compliant?**" at: https://support.bookingcenter.com/index.php?/Knowledgebase/Article/View/78 ….and this will answer all of their questions.