Revelex Corporation

Quick Cruise User Guide

_____

Power Agent
Quick Cruise

This products option is used to search for and purchase cruises without the need to build a quote. There are several methods by which to search. Each is explained below.

1. Click the **Products** button. It displays the products menu options.

2. Click the **Quick Cruise** menu option. It displays the following.

Note: Breadcrumbs - Breadcrumbs will be visible on every page of a Cruise search and highlight the current step of the cruise booking process. Breadcrumbs also allow you to return to any previous step of the booking process with one click.

Note: The **More Search Options** link provides an additional search criterion enabling agents to specify an Embarkation date range or Port to search by.

Choose the fields to search by:

1. Choose a **Website:** using the drop down list (if necessary).

2. Choose a **Destination:** using the drop down list.

3. Choose a **Sailing Date:** using the drop down list.

4. Choose the **Duration:** using the drop down list.

5. Choose a **Cruise Line:** using the drop down list.

6. Choose a **Cruise Ship:** using the drop down list

7. Choose the **Number of Cabins:** using the drop down list

Note: The **Number of Cabins** selection enables the **Multi Cabin** search feature. This will allow you to book up to four cabins simultaneously.

8. Enter the appropriate **Promo Code** in the **Promo Code** field.

9. Or, select the promotion from the **Valid Promotions:** drop down list.

Note: It is possible to enter known Promotion Codes and select Promotions from the initial search page

Note: The fields as listed above are not required, if none are selected the returned search will be for all cruise lines, all durations etc. for the current month.

10. Click the **Search for a Cruise** button. It displays the Cruise Search Results page. This page also indicates the total numbers of results based on the initial search criteria.

Cruise Search Results

①	②	③	④	⑤	⑥	⑦	⑧	⑨
Cruise Search	Search Results	Number of Passengers	Rate Code Selection	Category Selection	Cabin Selection	Options	Payment & Review	Booking Confirmation

There are **5** results that match your criteria from ⓘ August 26, 2011 to September 25, 2011 .

Modify Search

Sort Order ▼ Go

Displaying 1-5

7 Night EASTERN CARIBBEAN

Vendor:	Carnival Cruise Lines **All CCL Beta Promotion**
Ship Name:	Carnival Dream
Departing from:	Port Canaveral, Florida
Ports of Call:	Port Canaveral, Florida	Nassau, Bahamas	St. Thomas, U.S. Virgin Islands	St. Maarten, Netherlands Antilles The actual Ports of Call visited are dependent on the selected itinerary and may NOT include all ports listed.

Please be advised that rates start from the prices listed below. Please complete the booking process before quoting any rates.

More Info	Interior	Oceanview	Balcony	Suite	Check Dining	Compare	Select & Continue	Add to Favorites
August 27	549 USD	679 USD	759 USD	1329 USD	◡	☐	✓ Check Availability	⊕
September 10					◡	☐	✓ Check Availability	⊕
September 24					◡	☐	✓ Check Availability	⊕

Vendor Name: Displays a brief summary of the cruise line and picture links of the fleet. When a picture is selected a detailed description of the ship is displayed along with a list of all sailings dates for that ship.

Ship Name: When this link is selected a detailed description of the ship is displayed along with a list of all sailings dates for that ship. Links named **Staterooms**, **Itineraries**, and **Deck Plans**, when selected open in a separate page. A navigation drop down is provided to display other ships in the fleet.

Date: Displays the selected itinerary with links **View Map** (view map of the region), **Check Availability** (to check availability of the itinerary) and links to display more details about the desired cruise and also details about the arrival and departure locations.

Ship Picture: When **Ship Picture** is selected, the page displayed is the same as the one which is displayed when the user selects **Ship Name.**

Check Dining: Clicking on the dining icon for a sailing will display all available dining options for the sailing.

Note: From Prices by category, if available, is another field displayed on this page. It may not be an accurate reflection of the current price. Use it only for guideline.

11. Click the **Check Availability** link for the desired cruise. It displays the Select Number of Passengers' page.
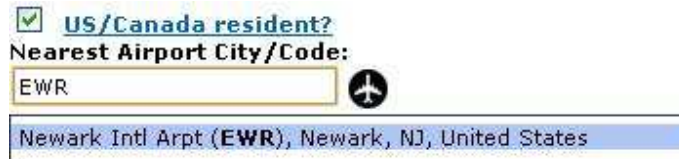

Note: By clicking on the check box next to **Past Passenger**, the Past Passenger number, Gender, Title, First Name, Last Name, and Date of Birth fields will appear for all passengers. (i.e. If you select four passengers then four fields will appear for Past Passenger information). Fill in the necessary information for the appropriate passenger(s) and de-select the non-past passenger guests. *Please be aware the Past Passenger Rates will show in the "rate code field" once selecting the fare code. You may be given the option to view the past passenger rate, however, the Past Passenger Rates cannot be booked unless the Past Passenger number and all required information is filled out on this page.*

Note: Cabin Tabs For any cruise booking with 2 or more cabins each cabin will be represented by its own tab. Clicking on a cabin's tab will display that cabin's information for viewing and modification.

12. Choose the desired number of passenger types using the drop down lists in the appropriate fields.

13. Check the following if applicable:

a. Click in the **US/Canada resident** check box – for PCL it is required; if you are in a PCL or HAL search the option requires a Nearest Airport Code or City name. Enter a City name or Airport code. In the following EWR was entered after checking the check box.

b. Ensure you click the displayed option (shown above highlighted in blue).

For other cruise lines the following option is displayed when selecting residency.

c. Choose the desired State/Province using the drop-down list. States, are listed alphabetically first and then provinces.

> **Note:** PCL is the only cruise line at this time that requires residency information. There is no pre qualification in the booking process for residency selected on this screen.

d. Click in the **Include cruise line airfare** check box (..) – It displays departure Airport City/Code: field, it displays the **Departure Airport City/Code** field.

e. Enter the Departure Airport City or Airport Code (optional)– as you type in the field a list of airports based on airport/city area will be displayed. Choose and airport from the list.

f. Click in the **Past Passenger** check box – It displays the past passenger data fields.

Note: Multiple Passenger Past Passenger Information - On mouse-click the system will show data entry fields to enter Past Passenger information for each passenger associated with the current cabin.

Note: Apply selections to all passengers - On mouse-click the system will duplicate passenger selections (Number of Passengers, State/Province of Residence, Departure Airport, Group ID, etc.) across all cabins.

14. Click the **Continue** button. It displays the **Rate Code Selection & Categories** page.

Rate Code Selection

①②③④⑤⑥⑦⑧⑨

Cruise | Search | Number of | Rate Code | Category | Cabin | Options | Payment | Booking
Search | Results | Passengers | Selection | Selection | Selection | | & Review | Confirmation

Carnival

Ship Name: Carnival Dream
Plan Name: 7 Night Eastern Caribbean Cruise
Departing: Saturday, September 10, 2011 View Itinerary ⊕
Departure Port: Port Canaveral, Florida

[Continue]

Cabin 1 ☒ | Cabin 2 ☒

ⓘ Choose one or more Rate Codes then click Continue.

Cruise Group	Description	Remarks	Rate Code	☐
	FUN SAVER	CPCD - NO UPGRADES APPLY	PCD	☑
	FUN SAVER/GROUPS ONLY - NO AMENITIES	CPCG - NO UPGRADES APPLY	PCG	☐
	FUN SELECT	CPNS - NO UPGRADES APPLY	PNS	☐
	EARLY SAVER DEP REQ/NO REFUND	CPPB - NO UPGRADES APPLY	PPB	☐
	EARLY SAVER-GRP-DEP REQ/NO REF-NO AMENIT	CPPC - NO UPGRADES APPLY	PPC	☐
	TARIFF RATES	CT - NO UPGRADES APPLY	T	☐

It is the agent's responsibility to ensure that the customer qualifies for the rate code(s) selected.
There is no validation of passenger selection type or residency against rate code selected.

☐ Apply selected rate code(s) to all cabins

Cancellation Policy

[Continue]

15. Click the desired Rate Code(s) or Click the **Select All Rates** button to select all rate codes. If all rates are selected the agent is responsible to ensure that the customer qualifies for the rate code selected.

Note: Apply selected rate code(s) to all cabins – will duplicate rate codes across all cabins.

Note: Navigation buttons are provided to view or change what is displayed here.

Rate code descriptions are provided by the cruise line.

If cruise air was added the details will be displayed after the cruise itinerary at the top of the page. It can be removed at this stage by selecting the **Change Number of Passengers** button. On selecting this button, the screen refreshes and displays the Select Number of Passenger page. Then continue from step 10 above.

16. Once the desired rates are selected click **Continue**.

Note: Booking Category formatting links – Clicking on the formatting links will toggle the Booking Category display between the default Vertical format and the Grouped Matrix format.

Note: Clicking on **Legend** will give a breakdown of the color-coded pricing.

Note: Apply selected category to all cabins – will duplicate category across all cabins.

17. Select the appropriate category and click **Continue**.

Cabin Selection

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨

Cruise | Search | Number of | Rate Code | Category | Cabin | Options | Payment | Booking
Search | Results | Passengers | Selection | Selection | Selection | | & Review | Confirmation

Carnival

Ship Name: Carnival Dream
Plan Name: 7 Night Eastern Caribbean Cruise
Departing: Saturday, September 10, 2011 View Itinerary ⊕
Departure Port: Port Canaveral, Florida

Continue

| Cabin 1 ☒ | Cabin 2 ☒ |

View On Interactive Deck Plan

ⓘ

Cabin Number	Location	Passengers Max.	Passengers Min.	Bed Type	Deck	Action
2216	Inside	2	1	Non Converting Twins	Main Deck	○
2217	Inside	2	1	Non Converting Twins	Main Deck	○
6226	Inside	2	1	Lower Twin Bed	Upper Deck	○
6229	Inside	2	1	Lower Twin Bed	Upper Deck	○
6367	Inside	2	1	Lower Twin Bed	Upper Deck	○
8351	Inside	2	1	Lower Twin Bed	Verandah Deck	○
9359	Inside	2	1	Lower Twin Bed	Vista Deck	○
11268	Inside	2	1	Lower Twin Bed	Panorama Deck	○
11274	Inside	2	1	Lower Twin Bed	Panorama Deck	○
11275	Inside	2	1	Lower Twin Bed	Panorama Deck	○

☐ Cabin not listed? Enter a cabin number and submit request to check if a cabin is available.

Requesting a cabin that is not in the category selected on the previous page will cause serious financial errors to take place. Revelex is *not responsible* for any booking that is made in error using the cabin request feature.

Cancellation Policy

Continue

Note: When dealing with actual Cabin Numbers (Not Guaranteed cabins) selecting a cabin number for one cabin will automatically remove that cabin number as an option for your remaining cabins.

Note: The "Apply selected to all cabins" option is not available on this page, cabin number selections must be made individually for each cabin.

Note: View Interactive Deck Plan – will display deck plans with option to zoom in and out as well as highlighting available cabins.

18. Select appropriate cabins and click **Continue**.

Pricing Summary and Options

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

Cruise   Search   Number of   Rate Code   Category   Cabin   Options   Customer   Payment   Booking
Search   Results   Passengers   Selection   Selection   Selection   Search   & Review   Confirmation

)) Carnival.
The Fun Ships.

Ship Name: Carnival Miracle
Plan Name: 8 Night Exotic Eastern Caribbean
Departing: August 2, 2011 View Itinerary
Departure Port: New York, New York

[Continue]

| Cabin 1 ✕ | Cabin 2 ✕ | Summary |

Pricing Summary

Passenger	Fare	NCCF	Taxes	Fuel Surcharge	Total
#1)	$990.00	$159.00	$93.94	$0.00	$1,242.94 USD
#2)	$990.00	$159.00	$93.94	$0.00	$1,242.94 USD
Subtotal:	**$1,980.00**	**$318.00**	**$187.88**	**$0.00**	**$2,485.88 USD**
				Grand Total:	**$2,485.88 USD**

Your cruise isn't purchased until you click "Continue"
This cabin has been held for you with these prices.
Your hold expires in 13 minutes, 45 seconds!

Deposit Due By: **Monday, September 27, 2010 6:55 PM EDT**
Deposit Due Amount: **$600.00 USD**
Final Payment Due By: **Thursday, May 19, 2011 11:00 PM EDT**

Preferences

Customer Profile Search: [_____] * ⓘ
Dining Preference: [First/Main Seating (Available) ▾]   ☐ **Apply dining selection to all cabins**
Dining Table Size: [6 ▾]
Bed Preference: [Convertible Twins/King ▾]
Prepaid Gratuities: [No ▾] (additional $160.00 USD per cabin)
Cruise Line Insurance: ⦿ No Insurance   ○ Vacation Protection Plan
☐ **Apply cruise line insurance selection to all cabins**

Passenger Information

Passenger #1 (Adult)
Gender: [Select a gender ▾] *
Title: [▾] *
First Name on Passport: [_____] *
Last Name on Passport: [_____] *   ☐ **Apply last name to all cabins**

Note: The **Summary** tab will provide an overview of all cabins.

Note: Apply Cruise Line Insurance to all cabins - will select insurance options to all cabins

Note: Apply Last Name to all cabins – will apply the entered name as the last name for all passengers in all cabins

19. Complete the **Preferences** and **Passenger Information** sections and click **Continue**.

Customer Search Results

	1	2	3	4	5	6	7	8	9	10
	Cruise Search	Search Results	Number of Passengers	Rate Code Selection	Category Selection	Cabin Selection	Options	Customer Search	Payment & Review	Booking Confirmation

Search for a customer: [   ] [Search]   Search all customers: ☐   Add New Customer

Name	Email Address	Telephone Number	Full Address
John Cord * 100427.revelex.com	kandrews@revelex.com	5619885588	6405 Congress Ave Boca Raton , 33428 , US
John Cord * 100427.revelex.com	kandrews@revelex.com	5619885588	6405 Congress Ave Boca Raton , 33487 , US

* indicates you have a direct relationship to this client.

20. Select the appropriate customer name – or – click on **Add New Customer** to enter a new customer into Power Agent.

Payment Information

Please read the cancellation notice before purchasing. Then submit this payment form to complete your purchase.

Deposit Due By: Monday, September 27, 2010 7:15 PM EDT
Deposit Amount: 600.00 USD
Final Payment Due By: Thursday, May 19, 2011 11:00 PM EDT

Billing Information

Lead:	Make A New Lead ▾	
First Name:	John	*
Last Name:	Cord	*
Phone:	5619885588	*
Payment Amount:	No Payment (0.00 USD) ▾ ⓘ	
Address:	6405 Congress Ave	*
City:	Boca Raton	*
State:	Florida ▾	*
Zip Code:	33428	*
Country:	United States ▾	*

Pay by Credit Card ▾

Type:	VISA ▾	*
Number:	***********1111	*
Valid Thru:	12 / 2012 (MM/YYYY)	*

Hold

🔒 **Secure Page**

21. Enter the appropriate payment amount and type for each cabin. Click on **Continue**.

Note: The **Continue** button will Hold/Book all cabins.

Booking Confirmation

1 2 3 4 5 6 7 8 9 **10**
Cruise Search Number of Rate Code Category Cabin Options Customer Payment **Booking**
Search Results Passengers Selection Selection Selection Search & Review **Confirmation**

Carnival.
The Fun Ships.
Ship Name: Carnival Miracle
Plan Name: 8 Night Exotic Eastern Caribbean
Departing: August 2, 2011 View Itinerary
Departure Port: New York, New York

Cabin 1 | Cabin 2

Cruise Cost

Passenger	Fare	NCCF	Taxes	Fuel Surcharge	Total
#1)	$984.00	$0.00	$93.94	$0.00	$1,077.94 USD
#2)	$984.00	$0.00	$93.94	$0.00	$1,077.94 USD
Subtotal:	$1,968.00	$0.00	$187.88	$0.00	$2,155.88 USD
Total:	$1,968.00	$0.00	$187.88	$0.00	$2,155.88 USD
Grand Total:					$2,155.88 USD

Totals include all charges and taxes.

Deposit Due By: Monday, September 27, 2010 7:15 PM EDT
Deposit Due Amount: $600.00 USD
Final Payment Due By: Thursday, May 19, 2011 11:00 PM EDT

Note: Confirmation pages will be generated individually for each cabin and are viewed separately using the Cabin tabs.

22. Click **View Itinerary**.

Note: All cabin itineraries will be displayed together in one itinerary page.

Cruise Comparison

The Cruise Comparison tool will display up to four different sailings side by side. This tool is also part of all cruise booking engines in Power Agent.

      1. Perform a cruise search from any of the cruise booking tools in Power Agent.

Note: To compare sailings from different cruise lines, use the Quick, Advanced, or Enhanced Cruise.

3 Night BAHAMAS					
Vendor:	Carnival Cruise Lines				
Ship Name:	Carnival Imagination				
Departing from:	Miami, Florida				
Ports of Call:	Miami, Florida | Nassau, Bahamas The actual Ports of Call visited are dependent on the selected itinerary and may NOT include all ports listed.				
	Please be advised that rates start from the prices listed below. Please complete the booking process before quoting any rates.				
More Info				**Check Dining**	**Compare**	**Select & Continue**
July 1				|◯| ☑	
July 8				|◯| ☐	✓Check Availability
July 15				|◯| ☑	
July 22				|◯| ☐	✓Check Availability
July 29				|◯| ☐	✓Check Availability

      2. Check off the desired sailings from the Cruise Search Results page for comparison. Up to four sailings can be selected.

Note: Once a sailing date has been checked the **Check Availability** link will be removed.

      3. Scroll to the bottom of the page and click on **View & Compare Selected Sailings**.

Select Number of Passengers

1 2 ③ 4 5 6 7 8 9 10 11
Cruise Search Number of Rate Code Category Cabin Sailing Options Customer Payment Booking
Search Results Passengers Selection Selection Selection Comparison Search & Review Confirmation

[Continue]

Carnival Imagination ☒ Carnival Imagination ☒
July 1, 2011   July 15, 2011

)(Carnival
The Fun Ships.

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Itinerary
Departing: July 1, 2011 <u>View Itinerary</u>
Departure Port: Miami, Florida

Select the number of guests and click "Continue" to view pricing and availability for this cruise. You may purchase only one cabin at a time, so please select the appropriate number of passengers per cabin. If you would like to reserve more than one cabin, complete your booking then repeat the search for this sailing to add additional cabins.

Adults: [2 ▾] (13 to 54 years old)   **Seniors:** [-- ▾] (55 years old and older) ⓘ

Children: [-- ▾] (2 to 12 years old)   **Infants:** [-- ▾] (6 to 23 months)

☑ **US/Canada resident?**   ☐ **Include cruise line airfare?**

State/Province of Residence:
[Select One   ▾]
Group Qualification ⓘ
☐ **Past Passenger?** ⓘ

4. Select the number of passengers and any other qualifiers for each sailing and click **Continue.**

Rate Code Selection

1 2 3 ④ 5 6 7 8 9 10 11
Cruise Search Number of Rate Code Category Cabin Sailing Options Customer Payment Booking
Search Results Passengers Selection Selection Selection Comparison Search & Review Confirmation

[Continue]

Carnival Imagination ☒ Carnival Imagination ☒
July 1, 2011   July 15, 2011

)(Carnival
The Fun Ships.

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Itinerary
Departing: July 15, 2011 <u>View Itinerary</u>
Departure Port: Miami, Florida

ⓘ **Choose one or more Rate Codes then click Continue.**

Description	Remarks	Rate Code	☐
FUN SAVER	CPCD - NO UPGRADES APPLY	PCD	☑
FUN SAVER/GROUPS ONLY - NO AMENITIES	CPCG - NO UPGRADES APPLY	PCG	☐
FUN SELECT	CPNS - NO UPGRADES APPLY	PNS	☐
EARLY SAVER DEP REQ/NO REFUND	CPPB - NO UPGRADES APPLY	PPB	☐
EARLY SAVER-GRP-DEP REQ/NO REF-NO AMENIT	CPPC - NO UPGRADES APPLY	PPC	☐
TARIFF RATES	CT - NO UPGRADES APPLY	T	☐

**It is the agent's responsibility to ensure that the customer qualifies for the rate code(s) selected.
There is no validation of passenger selection type or residency against rate code selected.**

[Continue]

5. Select the appropriate rate code(s) for each sailing and click **Continue**.

6. Select the appropriate category for each sailing and click **Continue**.

Note: Changing the format the categories are viewed in will change the format in all sailings in comparison.

Cabin Selection

① Cruise Search ② Search Results ③ Number of Passengers ④ Rate Code Selection ⑤ Category Selection ⑥ Cabin Selection ⑦ Sailing Comparison ⑧ Options ⑨ Customer Search ⑩ Payment & Review ⑪ Booking Confirmation

Continue

Carnival Imagination July 1, 2011 ☒   Carnival Imagination July 15, 2011 ☒

》Carnival. The Fun Ships.
Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Itinerary
Departing: July 15, 2011 View Itinerary
Departure Port: Miami, Florida

View On Interactive Deck Plan

ⓘ

Cabin Number	Location	Passengers Max.	Min.	Bed Type	Deck	Action
GUAR	Outside	5	1		To Be Assigned	⊙

[ ] Cabin not listed? Enter a cabin number and submit request to check if a cabin is available.
Requesting a cabin that is not in the category selected on the previous page will cause serious financial errors to take place. Revelex is *not responsible* for any booking that is made in error using the cabin request feature.

Continue

7. Choose the appropriate cabin for each sailing and click **Continue**.

8. The sailings will now be viewed side by side.

9. Click Select for the desired sailing and continue on normal booking path.

Accessible Cabin Documentation

1. Booking an Accessible Cabin through Quick Cruise

1.1 From the Home Page click on **Quick Cruise**

1.2 Enter the appropriate search parameters and click on **Search for a Cruise**

1.3 Select a sailing date and click on **Check Availability**

1.4 Select the number of passengers and click on **Continue**

1.5 Select the rate code(s) and click on **Continue**

1.6 Select the appropriate category to book into (for example: category AZ)

1.7 Accessible Cabins will now be displayed to book into marked with the following icon: ♿

1.8 On the **Cruise Options** page, be sure to check off the advisory at the bottom of the page that reads: * Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

* Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

Continue

1.9 Continue through the booking process as normal.

2. Booking an Accessible Cabin through Fast Path Cruise

2.1 From the Home Page click on **Fast Path Cruise**

2.2 **Specify Cruise Details:** Enter the Cruise Line, Cruise Ship and Sailing Date

2.3 **Specify Passenger Details:** Enter the number of passengers. Also enter the state of residency, cruise air option, and past passenger information if needed. Click on **Get Rate Code List**

2.4 **Select Rate Codes:** Check off the needed rate code(s)

2.5 **Select Category:** Click on the appropriate category to book into (for example AZ)

2.6 **Select/Request Cabin:** Accessible Cabins will now be displayed to book into marked with the following icon:

5. Select/Request Cabin ⓘ

View On Interactive Deck Plan

Cabin Number:1321
Deck:Deck Ten
Cabin Features:
♿

Cabin Number:1325
Deck:Deck Ten
Cabin Features:
♿

Cabin Number:8315
Deck:Deck Eight
Cabin Features:
♿

♿ Accessible Cabin

[   ] Request Deck Plans

Cabin not listed? Enter a cabin number
and submit request to check if a cabin is
available.
Requesting a cabin that is not in the
category selected on the previous page
will cause serious financial errors to
take place. Revelex is *not responsible* for
any booking that is made in error using
the cabin request feature.

2.7 On the **Cruise Options** page, be sure to check off the advisory at the bottom of the page that reads: * Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

☐ * Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

Continue

2.8 Continue through the booking process as normal

3. Selecting Accessible Cabin through the View/Modify PNR

3.1 From the **Cruise Itinerary** page click on **View/Modify PNR**

3.2 Click on **Modify PNR**

3.3 Click on **Modify Rate Code, Category, or Cabin**

3.4 **Cruise Modification:** Select or change the current rate code. Click on **Continue**

3.5 **Cruise Modification:** Click on **Select** for the appropriate cabin category

3.6 **Cruise Modification:** Accessible Cabins will now be displayed to book into marked with the following icon:

3.7 **Cruise Modification:** Review the changes made and be sure to check the box for the advisory that reads: ***** Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

				Reservation Number					

Current Booking

Rate Code: BRKA05T

Category: Club Interior Accessible Stateroom

Cabin Number: 8315

CPP Tier: None

Changes

Rate Code: BRKA05T

Category: Club Interior Accessible Stateroom

Cabin Number: 2629

CPP Tier: None

Passenger	Fare	NCCF	Taxes	Total	Passenger	Fare	NCCF	Taxes	Total
#)	$924.00	$175.00	$103.52	$1,202.52 USD	#1)	$924.00	$175.00	$103.52	$1,202.52 USD
#)	$924.00	$175.00	$103.52	$1,202.52 USD	#2)	$924.00	$175.00	$103.52	$1,202.52 USD
Subtotal:	1,848.00	350.00	207.04	$2,405.04 USD	Subtotal:	$1,848.00	$350.00	$207.04	$2,405.04 USD

Change Difference: $0.00 USD

New Commission Value: $295.68 USD

☐ * Please acknowledge that you have selected an accessible (disabled) cabin. This cabin type has limited availability and should only be booked by those passengers that qualify. Please note that the vendor may choose to change your selected cabin without notice if occupying passengers do not qualify for the accessible cabin. If you do not wish to book an accessible cabin please select another cabin or chose another room category.

3.8 Continue through the modification process as normal