

Self-Setup | MyPMS and Channel Manager Complete Setup

Thank you for completing the [MyPMS](#) or [Channel Manager](#) Setup Wizard! You now have a fully functional system customized to your property. Now that the property, room, rate and tax information are entered, your site is active and ready to manage your property, guests, and bookings.

To get started, log in to the correct product you registered for:

- **MyPMS** at mypms.bookingcenter.com
- The **Channel Manager** at members.bookingcenter.com

...using the **same Sign-in ID and Password** as you used to login to the Self Setup Wizard.

If you need to add Additional Users to MyPMS, please see [Add Users](#). Each user is given login credentials and assigned a "Role" which grants access to certain Reports, Night Audit and the Setup Area. The Channel Manager supports only the User ID provided to you.

Self Setup | MyPMS Complete Setup

- [Self Setup | MyPMS Overview](#)
- [Self Setup | Manage Rates](#)
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The Room types, Rates, taxes and rooms you entered in the Setup Wizard are available immediately and ready for bookings at your front desk and online through your website and OTA channels.

However, before you start taking new bookings, it is important that you update rates and availability and finish customizing several important areas. Further customization and adjustments can be made at anytime in [MyPMS](#) or the [Channel Manager](#), but it is important to make sure all is completed before you start taking bookings.

Please complete the following steps. Use the links provided for step-by-step instructions.

Step 1: Manage Rates: [Self Setup | Manage Rates](#)

In the Setup Wizard, you entered Default Rate Plans. Confirm that your Rates are up-to-date. Enter any weekend, weekly, seasonal or promotional Rates for at least the next 2 years.

Step 2: Customize MyPMS: [Self Setup | Customize MyPMS](#)

The most important areas to customize in MyPMS are Taxes, Policies, Site Details, Receipt Types and Letters. After these sections are completed, further customization can be made to Sources, Guest Types, images and more.

Step 3: Update Availability: [Self Setup | Update Availability](#)

Make sure your availability is up-to-date before you start taking new bookings. To do this enter all future bookings, mark any rooms OOO and enter any Group Bookings.

If you need help or have a question, please submit a ticket at the [Online Support Center](#)
To login for the first time, use your email address on file for the User ID AND Password.
