

Create Default eSign Letter

Create Default "eSign Letter":

The first step to the Digital Signing Process is to create the Signature Letter that the Guest will digitally sign and submit. The merge fields to be used for this Letter are "Signature" and "Initials" under "Digital Signing".

After this letter is created, it must be selected under Default Letters, "eSign Letter" for the Signature Letter to open automatically for the Guest. You can create numerous Letters that contain "Signature" and "Initials" features to be sent manually.

Esign - Digital Signing

Step 1: To Create Default "eSign Letter" follow these steps

Go to **SETUP | PARAMETERS | LETTERS** and either create a new Letter or edit an existing Letter by clicking on the Letter ID. This letter will become your default eSign Letter.

There are two Digital Signing merge fields, "Signature" and "Initials", that you can insert into your Letters depending on your needs. Both will display a digital signature box which must be signed before the Guest can submit the Letter.

NOTE: These fields will not work when inserted into an HTML table in the Letter. Please insert the fields at the end and outside of all tables

1. **Signature:** Displays a larger field and requires a full signature from the Guest.
2. **Initials:** Displays a smaller field and requires only initials from Guest.

To insert either or both of these merge fields into your Letter:

- Place your cursor in the the body of the Letter where you want the digital signature box to display.
- Go to the BookingCenter Globe Icon and the "Digital Signing" Section. Select the merge field and it will be inserted into your Letter *where the cursor is*.
- Click Update to save changes.

Step 2 Select Default Letter: eSign Letter

After you have created or edited an existing letter and inserted the merge fields you need, then go to **SETUP | PARAMETERS | LETTERS** and the Default Letter area to select the Letter as the Default under "Digital Signature Request". This Letter will display to the Guest when the Esign - Digital Signature link sent to the guest is clicked.

Examples

Insert Merge Fields

Click on BookingCentericon and select the merge field.

Type Individual

Letter ID GUESTREG

Name Guest Registration - Esign

Notes Registration Letter with Digital Signature

Sort 0

Note: changes to the information that is between the double percent sign (%%) will result in *inaccurate* information.





Merge Fields inserted in Letter

This is what the merge field will look like :

Type	Individual
Letter ID	GUESTREG
Name	Guest Registration - Esign
Notes	Registration Letter with Digital Signature
Sort	0

Content

Please initial and sign below to acknowledge the following

%%digital_intital%%

%%digital_intital%%

%%digital_intital%%

%%digital_intital%%

%%digital_intital%%

%%digital_intital%%

%%hotel-name%%

A one-time amount

A Pet Fee of \$50

The hotel is not re

I understand and:

This hotel assumes no responsibility for the loss of money, jewelry, indicated person, company or association fails to pay for and

Signature

Date %%%todays-date%%%

%%digital_signature%%

Path: table = tbody = tr = td = table = tbody = tr = td = span

Select Default Letter: "eSign Letter"

After you have created or edited an existing letter and inserted the merge fields you need, then go to the Default Letter area and select this Letter as the default under "Digital Signature Request".



MyPMS Setup Area

Front Desk

Bookings

Rates

Relationships

Owners

Parameters

Settings

PMS

Features/Images

Sources

Guest Types

Receipt Types

Inventory Groups

Inventory Items

Airports

Letters

Auto Letters

Countries

Default Letters

Front Desk Registration

REGISTER - Registration Card

Self Check-in

SELFSTART - Check-in Now. Login to MyBooki

Website Booking Confirmation

BookingCenter Default Confirmation Letter

MyBooking/Self Check-in Confirmation

SELFCHECK - Checked-in - Room Entry Info

POS Letter

POS - POS TEST LETTER

Digital Signature Request

GUESTREG - Guest Registration - Esign

Booking Letters

Find records where

ID

has

Sort by

ID

up

Display

200

Records

Fetch

ID	Description	Notes	Type	Sort
SELFSTART	Check-in Now. Login to MyBooki	Send on Arrival Date - Login to Self Check-in - No Esign Link	Individual	0
SCHEDCHECK	Start Self Check-in. Esign	Send more than 24 hours prior to Arrival Date - Digital Signature	Individual	0
GUESTREG	Guest Registration - Esign	Registration Letter with Digital Signature	Individual	1
SELFCHECK	Checked-in - Room Entry Info	Room Entry Information	Individual	1
BECONF	Reservation Confirmation	EMAIL Color Background - Intro Text	Individual	2
CONFIRMRES	Reservation Confirmation	Simple - No Payment Details	Individual	2
RESCON	Confirmation Letter Company	Includes Company Name in message and booking details	Individual	2
RESCON4	Guest Confirmation Sample 4	BANNER Image	Individual	2
RESCON2	Guest Confirmation Sample 2	Two column with Logo	Individual	2
CONRESRATE	Reservation Confirmation Rate	Simple - with Full Daily Rate Grid	Individual	2
RESCON5	Confirmation Letter Simple	Basic with Logo	Individual	2

 Unknown macro: 'page-turner'