

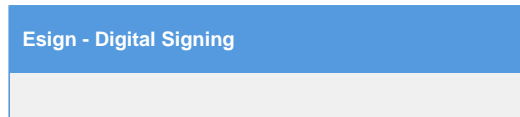
Digital Signature, Initial, Image, and Document Letter Storage

BookingCenter **eSign-Digital Signing** you create a customized Letter with a digital signature function and send it to a guest to open and digitally sign via a secure link attached to their booking. This allows you to request and store a digital signature for the guest at any time on or before the check-in date.

Once the letter is signed it is saved as a PDF and attached to the booking. The letter is date time and IP address stamped, so you have a record of when and where the letter was signed

There are two places in MyPMS where you can view the signed and submitted Default Signature Letters signed and submitted by the Guest.

1. **Booking Letters Tab:** The Digital Signing Log will display in the Letters Tab of the booking.
2. **Booking Log:** A log entry is added to the Log with the date, time and system date it was received.



Digital Signature Letter Storage- Letters Tab

After the letter is signed by the Guest and submitted, the Digital Signing Log will display in the Letters Tab of the booking. A log entry is added for each Default Signature Letter signed and submitted with the description, IP Address, Date and Time This gives record of when and where the letter was signed.

111558W - Johnson Erica

# Guests:4/0/0	Booking for:11-FEB-2019-14-FEB-2019	Room Type:Deluxe Suite	Room:2SUITE	Status:Unconfirmed
Projected Inc:\$891.00	Projected Inc + Charges:\$1041.00	Projected Bal:\$1041.00	Folio Bal:\$150.00	

Booking Data | Folio | Edit | Room Assignment | Guest History | **Letters** | Log

Select Letter: SELFSTART-Check-in Now. Login to MyBooki | Send EMail | Generate Print Document

Digital Signing(s)

Description	IP Address	Date / Time
Guest Registration - Esign	71.33.180.249	12-DEC-2018 14:25:44

Check In | Check Out | Cancel Booking | Clone Booking

Day	Date	Room Type	Room	Rate Plan	Rate
MONDAY	11-FEB-2019	Deluxe Suite	2SUITE	All inclusive - 3 Meals/Day	\$270.00
TUESDAY	12-FEB-2019	Deluxe Suite	2SUITE	All inclusive - 3 Meals/Day	\$270.00
WEDNESDAY	13-FEB-2019	Deluxe Suite	2SUITE	All inclusive - 3 Meals/Day	\$270.00
Total:					\$810.00

Digital Signature Letter Storage- Booking Log

After the letter is signed by the Guest and submitted, a log entry is added to the Log with the date, time and system date it was received.

111558W - Johnson Erica

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Booking Data
Folio
Edit
Room Assignment
Guest History
Letters
Log

Edited By	Description	Date	System Date
guest	Digital Signing: Guest Registration - Esign	12-DEC-2018 15:25:44 MST	10-DEC-2018
BC	Email letter 'Start Self Check-in. Esign.' generated - Booking: 111558W	12-DEC-2018 12:22:28 MST	10-DEC-2018
BC	Email letter 'Check-in Now. Login to MyBooki' generated - Booking: 111558W	11-DEC-2018 14:07:52 MST	10-DEC-2018
BC	Email letter 'Start Self Check-in. Esign.' generated - Booking: 111558W	11-DEC-2018 13:24:59 MST	10-DEC-2018
BC	Email letter 'Start Self Check-in. Esign.' generated - Booking: 111558W	11-DEC-2018 12:47:07 MST	10-DEC-2018
BC	Print letter 'Check-in Now' generated - Booking: 111558W	11-DEC-2018 12:16:20 MST	10-DEC-2018
admin	Folio Item EAT Pre-Tax Charge Amount 150	18-SEP-2018 12:55:49 MST	10-JUN-2018
requests	Online Booking created	18-SEP-2018 12:55:48 MST	10-JUN-2018

Check In
Check Out
Cancel Booking
Clone Booking

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Total:					\$810.00

eSign Document Storage - Letters Tab and Booking Log

If a Guest were to receive an eSign Letter that requested a Document be uploaded, the Document would be uploaded by the Guest (accepted file formats are: jpg,png,jpeg,gif,pdf,tiff,txt), and that Document is stored on BookingCenter servers and viewable under the Letters tab with the "(guest upload)" appended to its name - this is the link to the Document uploaded to our servers, as below.

Digital Signing(s)

Description	IP Address	Date / Time
eSign Default Letter	67.182.21.228	26-MAY-2021 09:56:12
eSign Default Letter (guest upload)	67.182.21.228	26-MAY-2021 09:55:52

In addition, a **log entry** is added to the Booking Log with the date and time the Document Upload was stored, as below:

Upload Document Generated: eSign Default Letter (.pdf)

26-MAY-2021 14:25:52
NST

26-MAY-2021

The actual document uploaded can be downloaded, as any document can be downloaded via your particular browser, if desired. Just click the entry from the Letter for the "(guest upload)" and it opens the jpg,png,jpeg,gif,pdf,tiff,txt file in a browser window.



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