

# AIDE

## UTILISER VOTRE CODE SOCIETE

1

Cliquer sur **Réservez**

Indiquer les **détails** de sa réservation

Dans **code promotionnel/sociétés** indiquer votre **code société**

Ou sur les sites de nos hôtels

2

Choisir son hôtel parmi la liste

Une **bannière informe** de la connexion société

**Sélectionner** une chambre\*

\* Pour réserver plusieurs chambres, à l'étape suivante cliquer sur

« Ajouter un autre type de chambre »

3

**Compléter** vos informations personnelles

**Accepter** les conditions générales de vente

**Confirmer**

**BONUS**

Réservez plus vite la prochaine fois

Sauvegarder vos informations personnelles en créant votre compte  
(différent de votre code société)

# HELP

## BOOK NOW WITH MY CORPORATE CODE

1

Click on **Book now**

Enter your booking **details**

In **promo code/corporate** enter your **corporate code**

The screenshot shows the eleganciahotels website interface. On the left, there are navigation buttons: 'BOOK NOW', 'OUR HOTELS', 'LOCATION', 'EVENTS', 'Agency and corporate access', 'About us', and 'Rewards Program'. On the right, there are two main sections: '1 Trip Calendar' with 'Check-in date' and 'Check-out date' fields, and '2 Travellers' with 'Adults', 'Children', and 'Infants' dropdowns. A 'Promo code/corporate' input field is highlighted with a red arrow, and a 'Check availability' button is at the bottom.

Or on our hotel's website

The screenshot shows the OFF Paris Seine hotel website. It features a 'Choose a room > Enhance your stay > Book !' navigation bar. Below, there are 'Check-in' and 'Check-out' date pickers, and dropdowns for 'Adults', 'Children', and 'Infants'. A 'Promo code' input field is highlighted with a red arrow. At the bottom right, there is a 'CHECK AVAILABILITY >' button.

2

Choose your hotel from the **hotel list**

You will see a banner to confirm your **corporate connection**

Select a **room category\***

The screenshot shows the OFF Paris Seine hotel website. It features a 'Choose a room > Enhance your stay > Book !' navigation bar. Below, there is a green banner that says 'Book with Promo code and get the following offer on eligible rates'. Below the banner is a 'Here your corporate rate' input field, highlighted with a red arrow. Below that, there is a section for '1. Choose a room' with a '6 room types available' and a '+ Filter results' button. A 'Dock View' section shows a room image and details: 'Bedding: 1 x Double bed', 'Guests: 2 people', and '+ Show room details'. At the bottom, there is a 'Maximum occupancy' section with 'Breakfast included' and 'Free cancellation before 4/9/2018 at 12:00 PM' highlighted with a red arrow. A 'Total rate of the day for 1 night' is also visible.

\* To book more than one room, at the next step click on  
**"Add another room type"**

3

Complete your **personal information**

Accept **Terms & Conditions**

**Confirmation**

The screenshot shows the OFF Paris Seine hotel website. It features a 'Choose a room > Enhance your stay > Book !' navigation bar. Below, there is a 'Cancellation insurance' section with an 'Allianz' logo and a 'Do you want to subscribe the Cancellation insurance for EUR12.50?' question. Below that, there is a 'Summary' table with columns for 'Quantity' and 'Price'. The table shows 'Dock View' with '1 Room - 1 night' and 'EUR125'. Below the table, there is a 'Total amount for your stay' section with 'EUR125'. At the bottom, there is an 'Enter guest details' section with fields for 'Title', 'First name', 'Surname', and 'E-mail address'. A blue arrow points to the 'First name' field.

**BONUS**  
Book faster next time

Save your personal information by creating your account  
(different from your corporate code)