



The Choice Connection Integration Update:

Choice Platform On-Boarding Worksheet

We're excited to get your hotel loaded onto Choice's distribution platforms. Below are the requirements for What, How and When!

STEP 1: Owner Okta Activation

- **Hotel owner must activate their Okta account to gain access to enter and submit their hotel data for loading (Step 2 below)**
- Click the link in the email that was sent to the owner's email and follow the self-guided steps
- **Deadline April 30, 2023**

STEP 2: Complete PROP-EL Hotel On-Boarding

- **Fill out your hotel data so we are able to load your hotel onto the Choice systems**
- Log in to Okta, access your hotel's PROP-EL document, and fill it out in its entirety - verify all data is accurate and submit. **If you want your GM or other staff to submit PROP-EL you must request their access through ChoiceNow.**
- **Deadline May 12, 2023**

STEP 3:

Set Up
ChoiceNOW
Access

- **Set up access to the ChoiceNow hotel support portal - your one-stop tool to report hotel technology and rates and inventory issues**
- Hotel owner must add Okta access for the GM, and the GM for the hotel staff - this will automatically provide access to ChoiceNow
- **Deadline May 12, 2023**

STEP 4:

Choice University
Training

- **Take advantage of the training Choice University has available**
- ChoiceU gives you access to robust educational content including ChoiceU TV videos, as well as personalized Learning Maps based on your role
- If this is your first time accessing ChoiceU, refer to the [ChoiceU/Radisson Integration FAQ page](#). Contact ChoiceU@ChoiceHotels.com if you have additional questions.

STEP 5:

Onyx
Registration

- **GM must create the Onyx CenterSource account to fund commission payments to travel agencies**
- Hotels will now manage commission payments directly with Onyx
- An email will be sent with self guided steps to complete this process
- **Deadline July 1, 2023**

STEP 6:

RHGA Hotels
Live on
ChoiceHotels.com

- **Your hotel will be available for reservations on ChoiceHotels.com in Q3**
- Review your hotel and room data details thoroughly using the ChoiceHotels.com application
- Complete this review within 24 - 48 hours, - if any changes are required access the ChoiceNow Portal (noted in Step 3) and submit the necessary forms to correct applicable data elements

Steps 1, 2 and 3 must be completed for your hotel to be ready for launch on ChoiceHotels.com in Q3

Questions

If you have questions, please contact your Franchise Services Specialist. If you're not able to reach your Specialist, you can contact the Franchise Services team at:

- franchiseservices@radissonhotelsamericas.com
- +1 (888) 232-4772 (U.S. and Canada)
- +1 (402) 501-5055 (outside the U.S. and Canada)



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