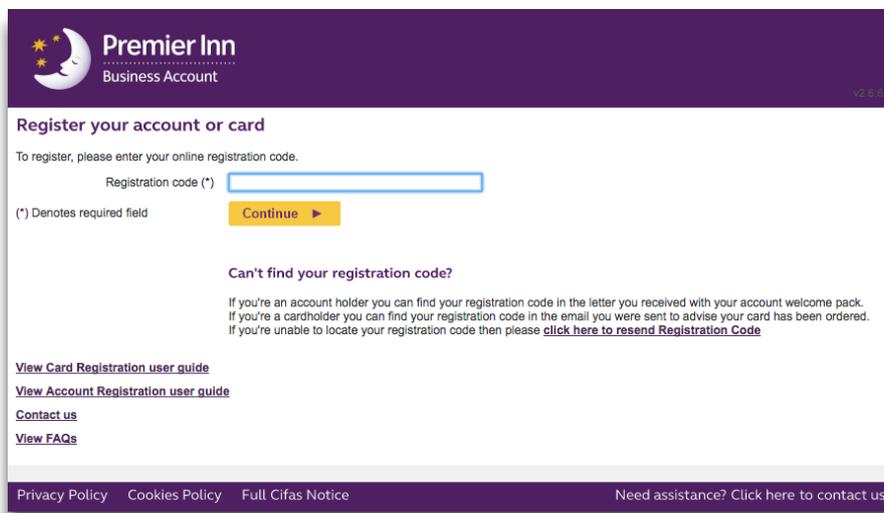


## Registering your account online

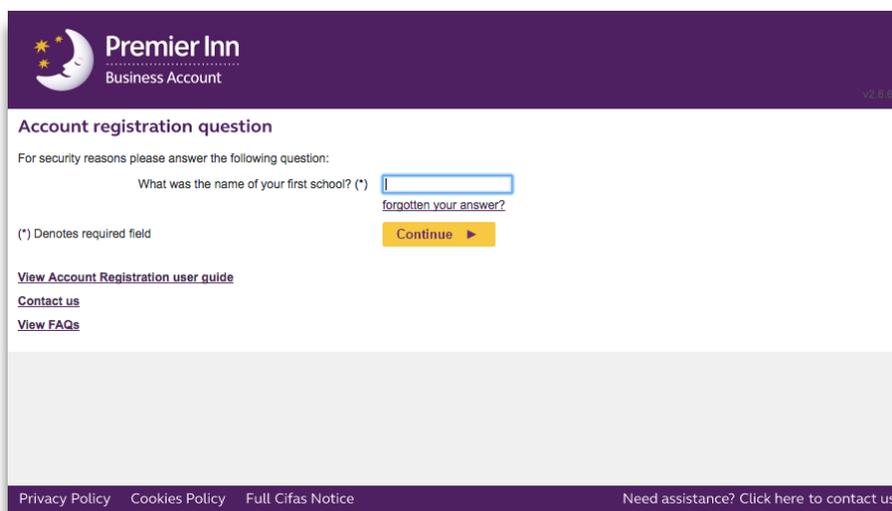
To start using your account, you'll need to first register it online. To do this visit [businessaccount.premierinn.com/register](https://businessaccount.premierinn.com/register) where you will be asked to enter the unique account registration code that appears on the letter accompanying your welcome pack.

- 1 Go to [businessaccount.premierinn.com/register](https://businessaccount.premierinn.com/register) and enter the unique code then click on 'Continue'.



The screenshot shows the Premier Inn Business Account registration page. The header includes the Premier Inn logo and 'Business Account' text. The main heading is 'Register your account or card'. Below this, it says 'To register, please enter your online registration code.' There is a text input field for the 'Registration code (\*)' with a 'Continue' button to its right. A note indicates that an asterisk denotes a required field. Below the input field, there is a section titled 'Can't find your registration code?' with instructions for account holders and cardholders, and a link to 'resend Registration Code'. At the bottom, there are links for 'View Card Registration user guide', 'View Account Registration user guide', 'Contact us', and 'View FAQs'. The footer contains 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.

- 2 You will then be asked to enter the answer to your memorable question from the application process.



The screenshot shows the Premier Inn Business Account registration page at the 'Account registration question' step. The header is the same as the previous screenshot. The main heading is 'Account registration question'. Below this, it says 'For security reasons please answer the following question:'. The question is 'What was the name of your first school? (\*)'. There is a text input field for the answer and a 'Continue' button to its right. A link 'forgotten your answer?' is located below the input field. A note indicates that an asterisk denotes a required field. Below the input field, there are links for 'View Account Registration user guide', 'Contact us', and 'View FAQs'. The footer contains 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.



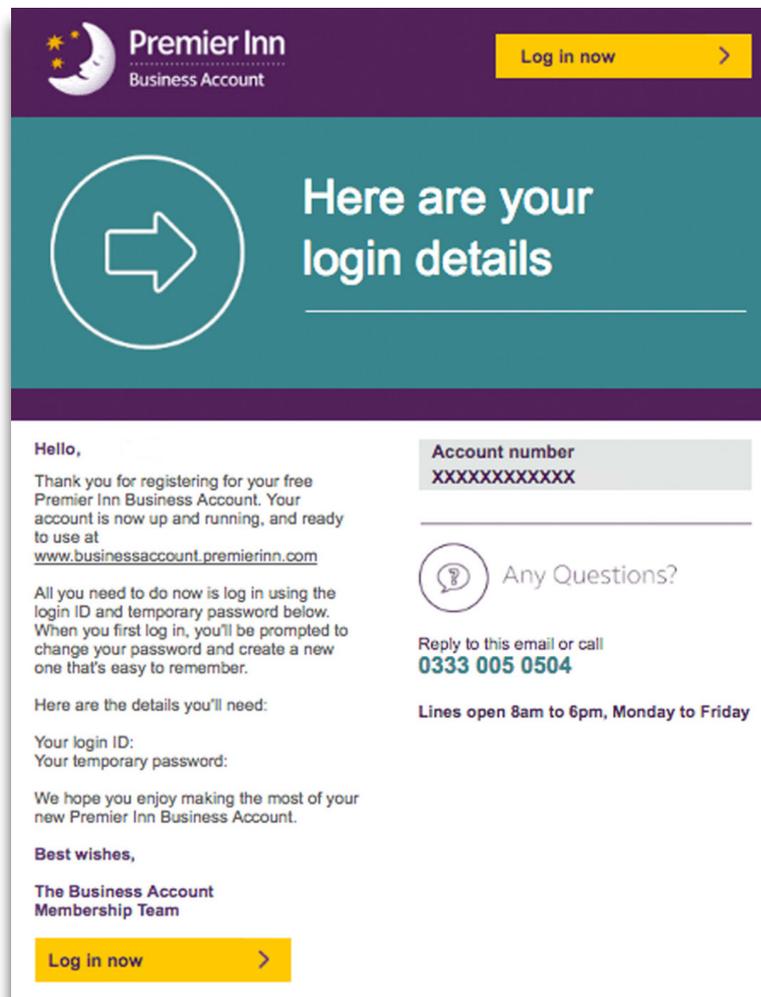
- 3 The next page will be the 'Login and security' details which need to be checked and any missing fields completed. Once you have completed this screen, click on 'submit registration'.

The screenshot shows the 'Login and security details' registration form. It includes fields for Title (\*), First name (\*), Last name (\*), Email address (\*), Confirm email address (\*), Mobile number, Land line number, and About you (\*). There are radio buttons for 'Use email address to login' (selected) and 'Choose a different login name (specify below)'. Below these are checkboxes for 'I would like to opt out of receiving invoices by post' (checked), 'I would like to receive a copy of my invoice in Excel format' (unchecked), and 'I would like to receive account notifications by SMS' (radio buttons for 'All' and 'None', with 'All' selected). A 'Submit registration' button is at the bottom right. The footer contains links for Privacy Policy, Cookies Policy, Full Cifas Notice, and a contact link.

- 4 Your account is now activated and you will now also be registered to use the online management tools.

The screenshot shows the 'Registration complete' confirmation page. It features a congratulatory message: 'Congratulations! You have successfully registered your details to use the website.' It explains that an email with a temporary password has been sent and that users must change it during their first login. It also notes that cardholders will receive an email with their registration code. A link to 'Please login here' is provided. The footer contains the same navigation links as the previous page: Privacy Policy, Cookies Policy, Full Cifas Notice, and a contact link.

- 5 You will then receive a confirmation email with login details and temporary password to log into the online management tool.



- 6 Once you click on the link, you will be asked to reset your password. The new password should satisfy the following requirements:

- Must contain a minimum of 8 characters
- Must contain a maximum of 12 characters
- Must contain at least one upper case character
- Must contain at least one lower case character
- Must contain at least one numeric character

Once the account holder has registered their cards, all cardholders will receive a trigger email with their registration code. Any cards marked as 'My card', will be activated and ready to use with their registration details.