



## Registering your card online

An email would have been sent confirming that you will receive a Business Account card in your name. Please refer to this email as this would have contained your registration code to register your card to activate it for use. By registering your card this will also allow you access to manage your transactions online.

If you have not been invited to register, please contact your account holder and ask them to invite you to register. If you do not have this email and require a registration code to activate your card please contact **0333 005 0504**.

The screenshot shows an email interface with a dark purple header. On the left is the Premier Inn Business Account logo. On the right is a yellow button that says "Register your card" with a right-pointing chevron. Below the header is a teal section with a white circle containing a right-pointing arrow. To the right of the arrow, the text reads "Your next steps" in large white font, followed by "How to get your Business Account card up and running" in smaller white font. The main body of the email is white. It starts with "Hello," followed by a paragraph: "Just to let you know that Alex Oakley has applied for a Premier Inn Business Account card in your name. They should receive your card within the next few days." Below this is another paragraph: "Once you have been given your card, you'll need to register it online using your card registration code: Then you're ready to start using it." This is followed by: "Please keep this code safe and register your card as soon as it arrives." The email ends with "Best wishes," and "The Business Account Membership Team". At the bottom left is a yellow button that says "Register your card" with a right-pointing chevron. On the right side of the email body, there is a grey box labeled "Registration code:" which is empty. Below that is a horizontal line, then a question mark icon in a circle followed by the text "Any Questions?". Underneath is the text "Reply to this email or call" followed by the phone number "0333 005 0504" in bold. At the bottom right of this section is the text "Lines open 8am to 6pm, Monday to Friday".



- 1 Click on the registration link on the email which will take you through to [businessaccount.premierinn.com/register](https://businessaccount.premierinn.com/register). Enter the registration code from your email and continue.

The screenshot shows the Premier Inn Business Account registration page. At the top left is 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 'Registration code (\*)' and a yellow 'Continue' button with a right-pointing arrow. A note below the field states '(\*) Denotes required field'. Underneath, there is a section titled 'Can't find your registration code?' with instructions: 'If you're an account holder you can find your registration code in the letter you received with your account welcome pack. If you're a cardholder you can find your registration code in the email you were sent to advise your card has been ordered. If you're unable to locate your registration code then please [click here to resend Registration Code](#)'. At the bottom left, there are links for 'View Card Registration user guide', 'View Account Registration user guide', 'Contact us', and 'View FAQs'. At the bottom right, there is a footer with 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.

- 2 This will take you to the 'verify card details' page. You will then need to enter your card number.

The screenshot shows the Premier Inn Business Account 'Verify card details' page. At the top left is the Premier Inn logo and 'Business Account' text. The main heading is 'Verify card details'. Below this, it says 'For security reasons please verify the following details:'. There is a text input field for 'Card number (\*)' and a yellow 'Continue' button with a right-pointing arrow. A note below the field states '(\*) Denotes required field'. Underneath, there are links for 'View Card Registration user guide', 'Contact us', and 'View FAQs'. At the bottom right, there is a footer with '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.

The screenshot shows the 'Login and security details' registration page. It includes the Premier Inn Business Account logo at the top left. The form fields are: Title (\*), First name (\*), Last name (\*), Email address (\*), Confirm email address (\*), Mobile number, Land line number, and About you (\*). There are checkboxes for 'I want to add an address to my account' (checked), 'Registered address (\*)' (with a 'Find address' button), and 'Non-UK address'. A disclaimer is provided for the address field. There are radio buttons for 'Login name (\*)' (selected: 'Use email address to login') and 'I would like to receive account notifications by SMS' (selected: 'All'). A 'Submit registration' button is at the bottom. Footer links include 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.

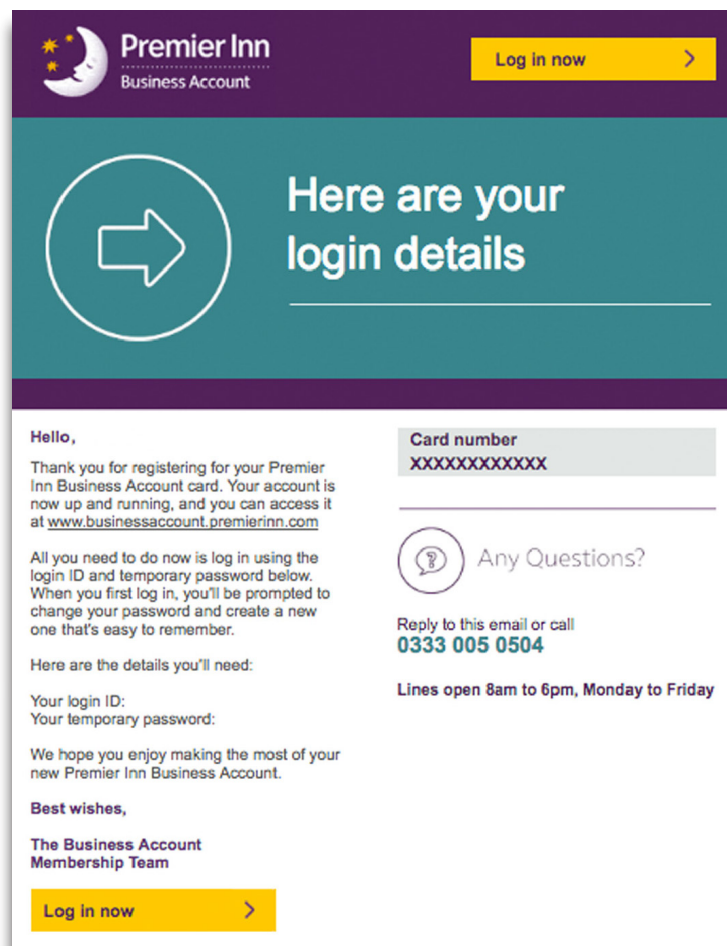
- 4 Your card is now activated and your username and password can be used to authorise charges for other people as well as to access you online cardholder management pages.

The screenshot shows the 'Registration complete' confirmation page. It features the Premier Inn Business Account logo at the top left. The main heading is 'Registration complete'. Below it, a congratulatory message states: 'Congratulations! You have successfully registered your details to use the website. An email has been sent to the email address you specified containing your temporary password. During the first login you will be required to change this password for security reasons. Please login here once you have received your temporary password.' There are links for 'Contact us' and 'View FAQs'. The footer contains 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.



5 You will then receive a confirmation email with password and login details to log into the online account management tool. Login at [businessaccount.premierinn.com](https://businessaccount.premierinn.com). Once you have logged in, please change 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



Your Account Holder will receive a confirmation email to confirm your card has been registered.