

# Corporate Connect

User Guide



## Account Activation and Initial Login

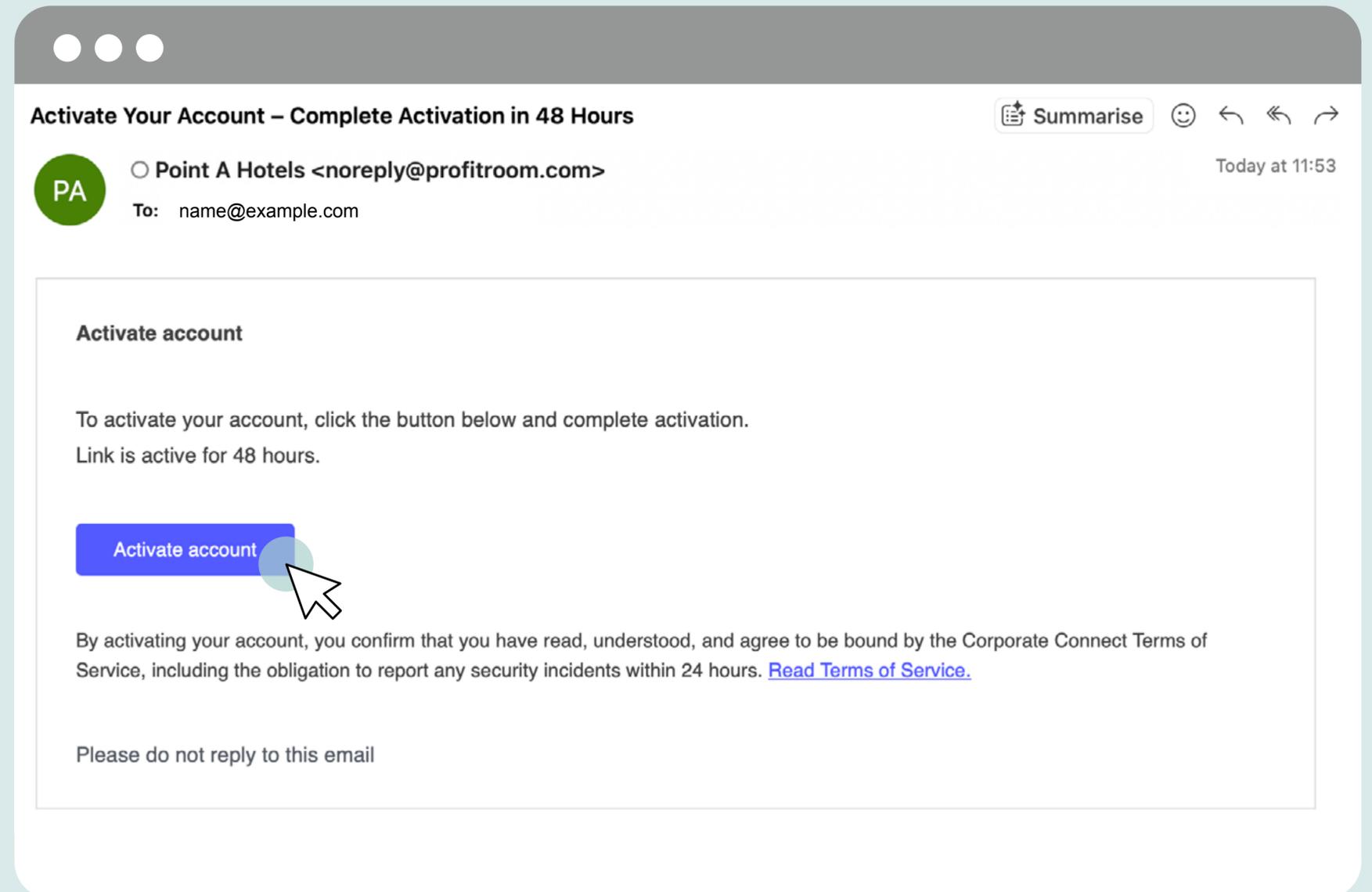
### Activation Email

You'll receive an Activation email from Point A Hotels prompting you to activate your account.

### Activate Account

Click on the "Activate account" link within the email.

Please make sure to set up your account using your company email.



\*Rates shown in this user guide are for illustrative purposes only.

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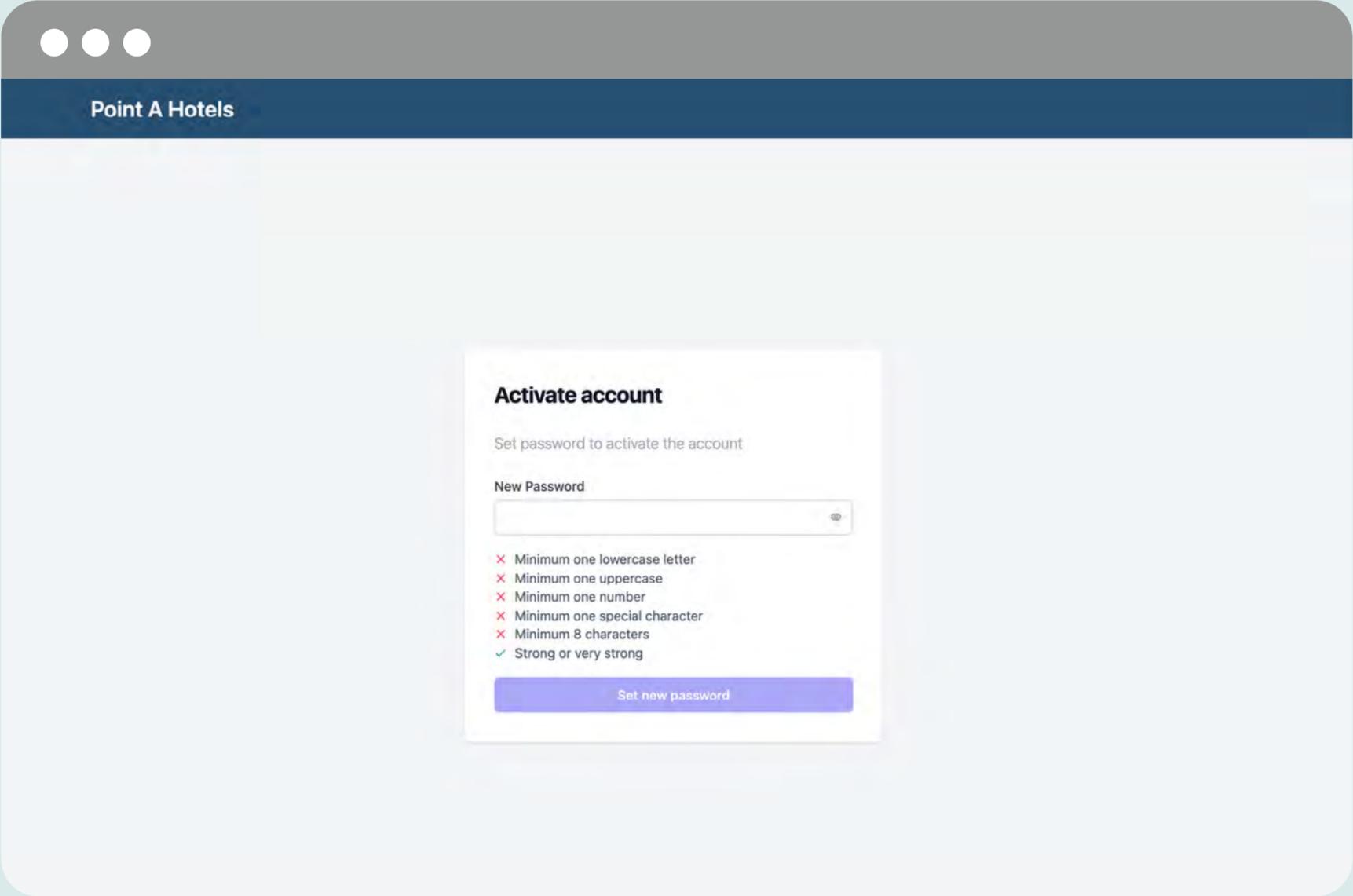
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### Create Your Password

You'll be prompted to create your own secure password.

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## Log in

Log into the Corporate Connect Portal using your email address and the password you just created. Upon successful login, you will be directed to the portal.

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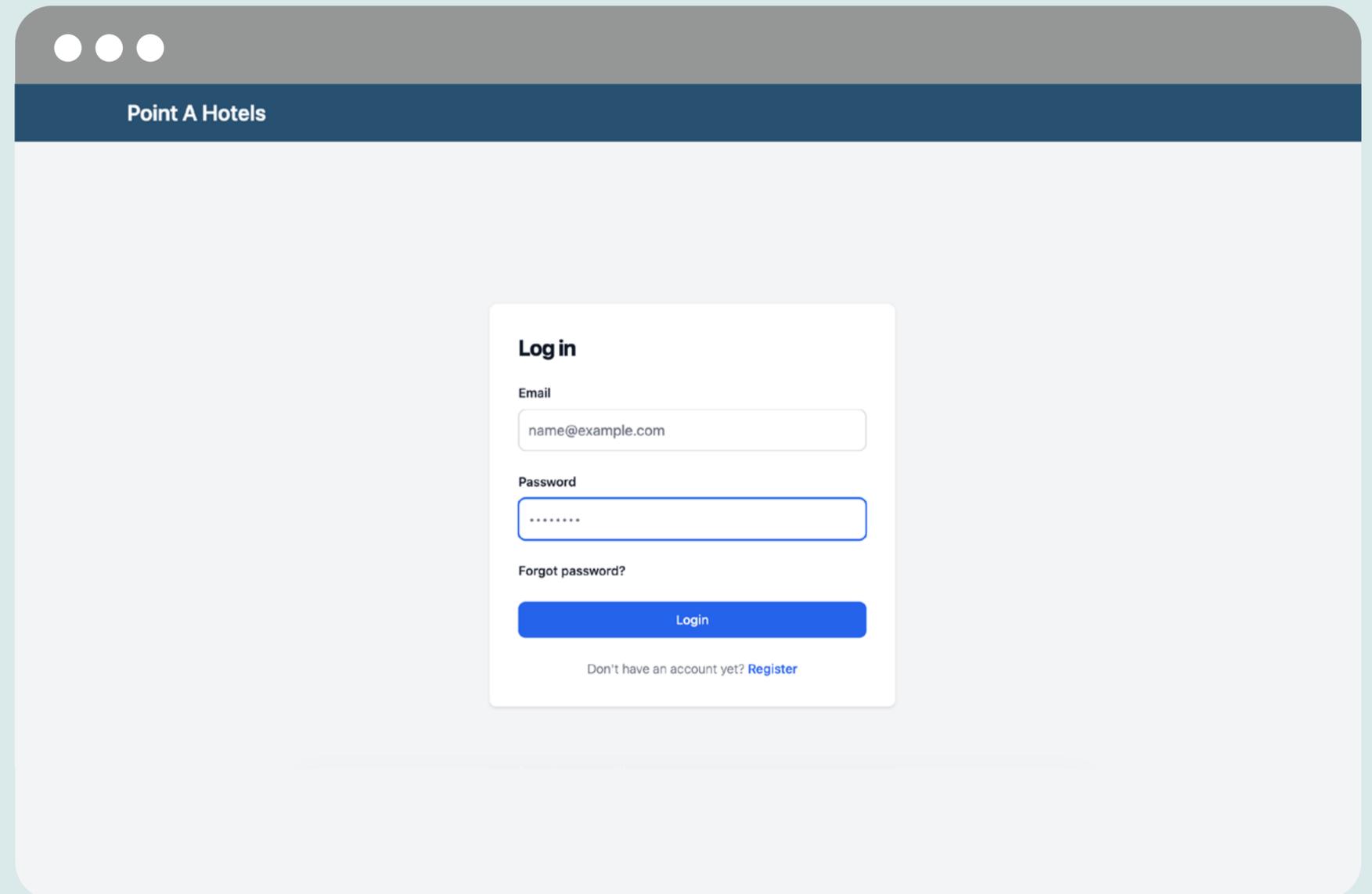
## Reminder

Please save or bookmark this link for easy access:

<https://corporate-connect.profitroom.com/pointahotels/login>

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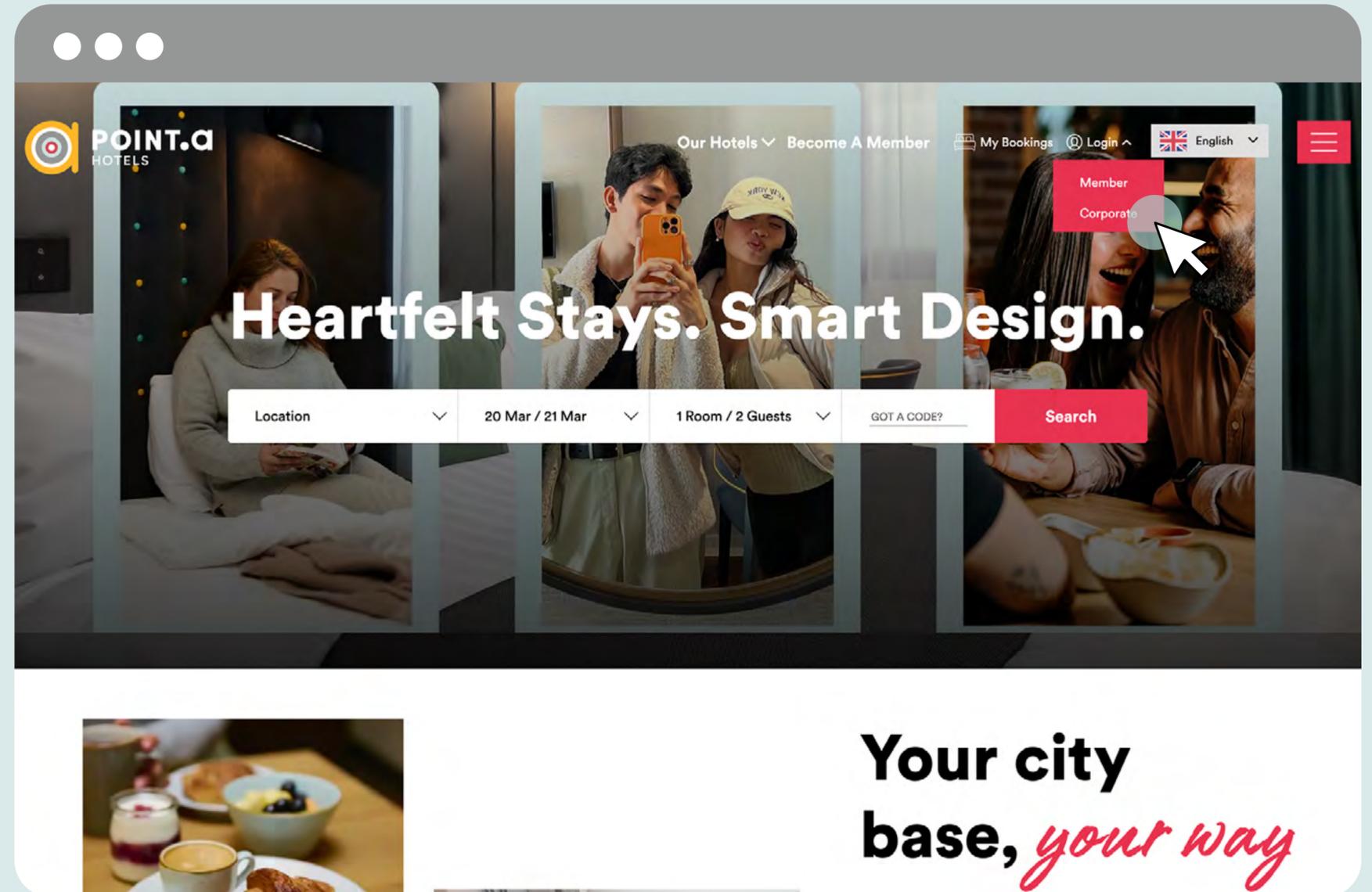
The screenshot shows a web browser window with the title "Point A Hotels". The main content area features a login form with the following elements:

- Header:** "Point A Hotels" in a dark blue bar.
- Form Title:** "Login" in bold black text.
- Email Field:** Labeled "Email", containing the text "name@example.com".
- Password Field:** Labeled "Password", containing seven dots for masking.
- Forgot password?** A link below the password field.
- Login Button:** A blue button with the text "Login".
- Register Link:** A link below the button that says "Don't have an account yet? Register".

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You can also access the portal via our website.

Head over to <https://www.pointahotels.com>, hover over “Login”, and click on “Corporate”.



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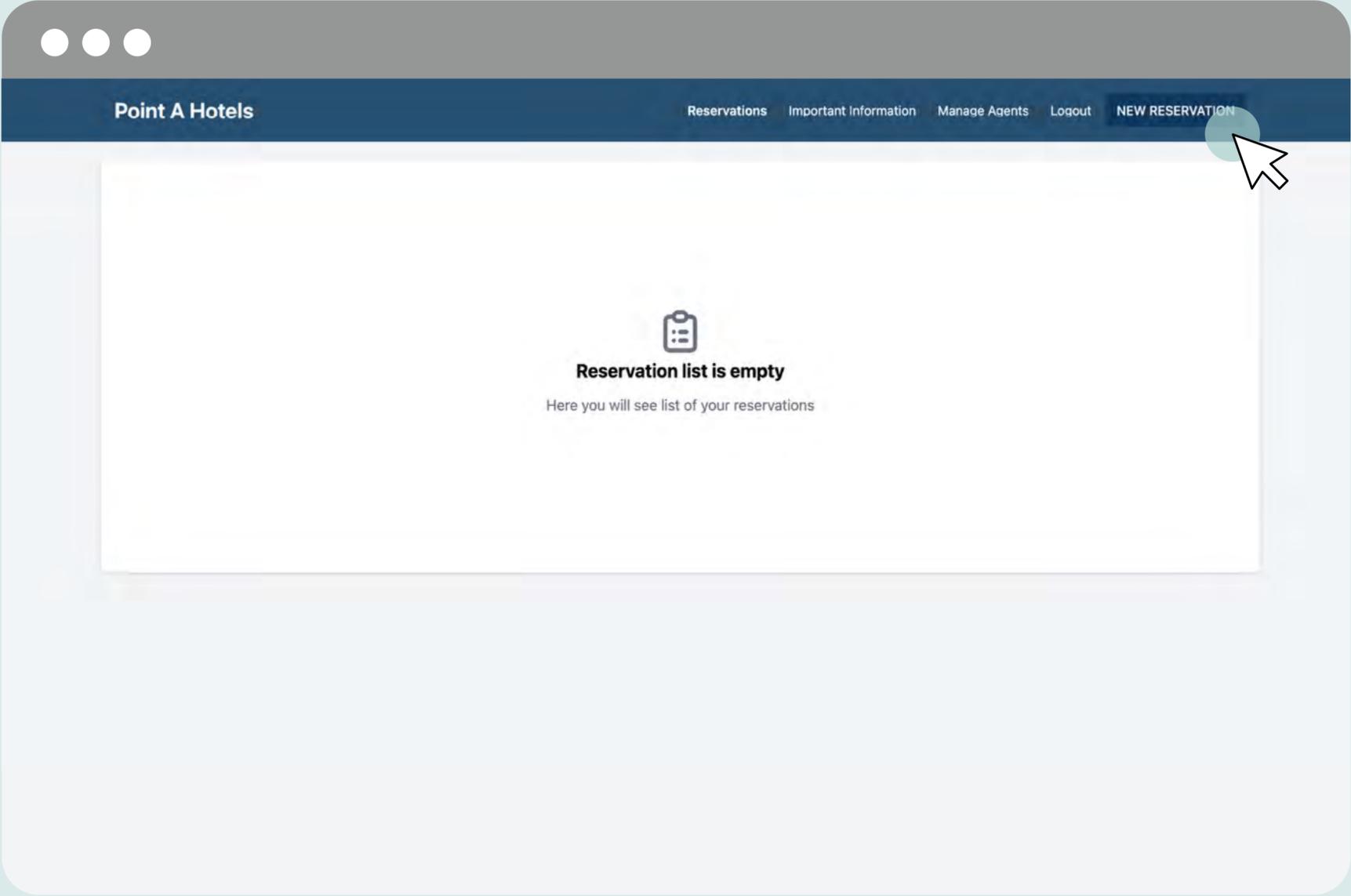
## Make a New Reservation

Click on the “NEW RESERVATION” button.

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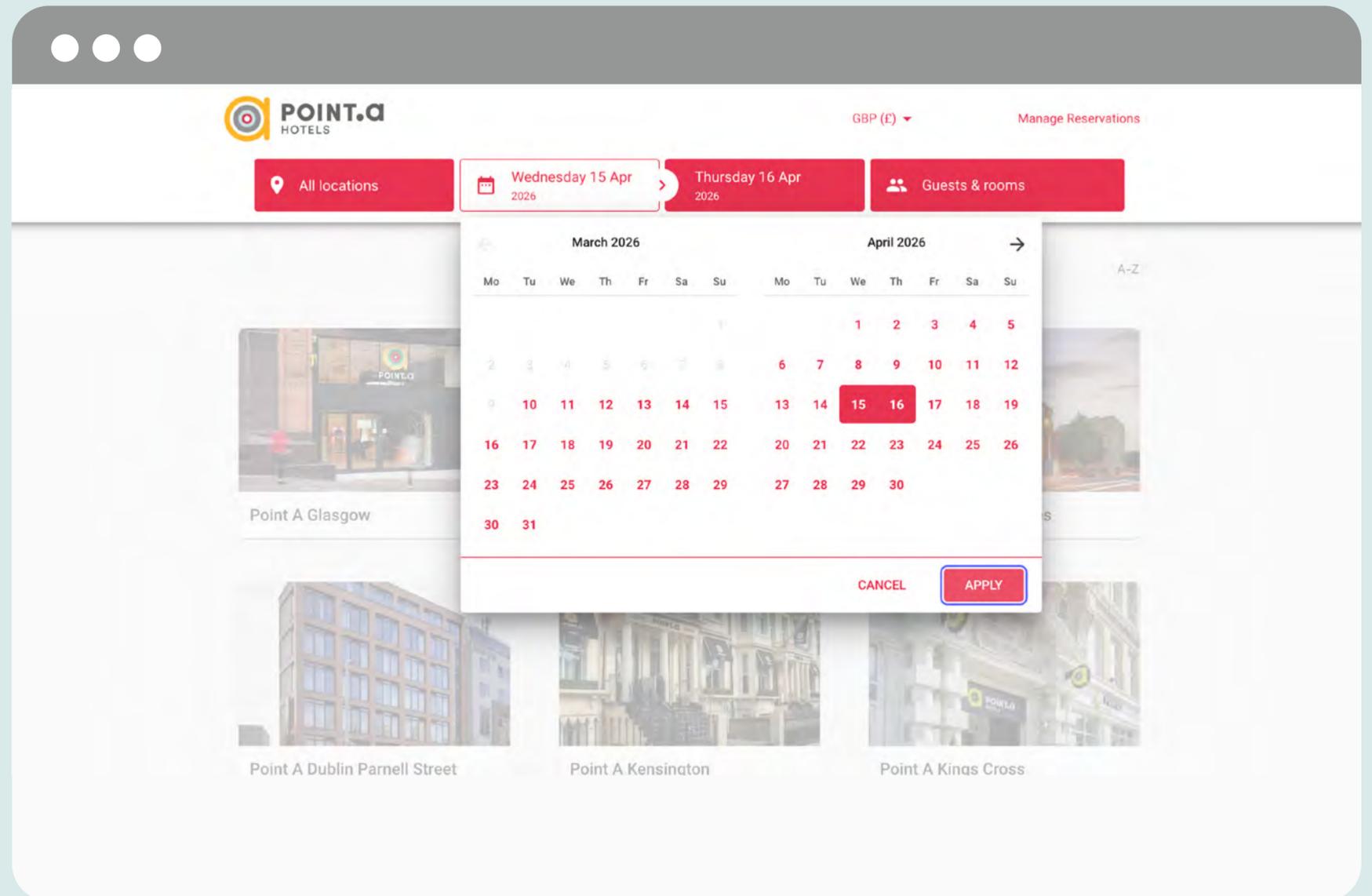
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The hotel group page will appear with the ability to search by hotel and date range.



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## Room Types and Rates

You will be able to see all available room types and your pre-negotiated contract rates. Choose the applicable rate.

The screenshot displays a hotel booking interface. At the top, there is a navigation bar with the logo, currency (GBP (£)), and a link to 'Manage Reservations'. Below this, a search bar shows the dates 'Wednesday 15 Apr 2026' and 'Thursday 16 Apr 2026', and the search criteria '2 adults' and '1 room'. The main content area lists three room options:

- Cosy Double with Window**: 10 m<sup>2</sup>, from **£150**. Includes a 'Read more' link and an upward arrow icon.
- Your Rate**: 2 people, 1 night, 1 room. Price is **£158** (Lowest price). Includes a 'BOOK NOW' button.
- Cosy Double No Window**: 10 m<sup>2</sup>, 1x Double Bed, from **£135**. Includes a 'Read more' link and a 'SELECT OFFER' dropdown button.

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## Extras

You have the option to upgrade your stay with early check-in or late check-out.

GBP (£)

1. DATES & ROOMS 2. EXTRAS 3. CONFIRMATION

Invoice will be sent by hotel *after* guest departure.

Enhance your stay with additional extras

**Other**

**Early Check In** £15 /once  
Check-in at 12pm instead of 3pm, so you can get out there and explore straight away!

**Late Check Out** £25 /once  
Check-out at 2pm instead of 11am, if you need to sleep off last night's adventures!

**Reservation summary**

Wed 15 Apr 2026 from 15:00 → Thu 16 Apr 2026 by 11:00

Dummy Rate  
Cosy Double with Window  
Adult: 2

Rooms and offer	£158
Extras	£15
<b>TOTAL</b>	<b>£173</b>
Prepayment	£0
Upon arrival	£173

DETAILED CALCULATION

BACK to Dates & Rooms NEXT To Confirmation

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Your **company information will be pre-populated** – saving you from re-entering this for each reservation.

If you're booking on behalf of a guest, you can enter their name here.

The screenshot displays a reservation form with the following sections:

- Agency information:** Queensway, name@example.com
- Invoice / Pro forma:** Will be sent by the hotel
- Guest's information:** Fill in guest name and surname applicable for rooms in the reservation. Room 1 (Cosy Double with Window): Name of the guest in the room
- Payment options:** Pay nothing now! (selected), Pay the full amount on property (£0 Due now)
- Cancellation Terms & Conditions:** These are test conditions, we will add full terms and conditions for each offer
- Reservation summary:**
  - Wed 15 Apr 2026 from 15:00 → Thu 16 Apr 2026 by 11:00
  - Dummy Rate: Cosy Double with Window, Adult: 2
  - Rooms and offer: £158
  - Extras: £15
  - TOTAL: £173**
  - Prepayment: £0
  - Upon arrival: £173
  - DETAILED CALCULATION

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## Review Reservation Details

Terms and conditions, deposit information, and cancellation terms will be displayed on this page. Please take careful note of these and ensure you adhere to the conditions of the rate plan booked.

Once all details are accurate, click on the “Book Now” button to confirm your reservation.

## Payment & Invoices

Once the payment page loads, use the agreed method to make the payment.

Guests will be able to collect invoices upon departure at the hotel. If using Express Check-out as sent via email to guests on the morning of departure, invoices will be auto sent.

The screenshot displays a booking confirmation interface with the following sections:

- Invoice / Pro forma:** Will be send by the hotel
- Guest's information:** Fill in guest name and surname applicable for rooms in the reservation. Room 1 (Cosy Double with Window): Name of the guest in the room (input field).
- Dummy Rate:** Cosy Double with Window, Adult: 2
- Rooms and offer:** £158
- Extras:** £15
- TOTAL:** £173
- Prepayment:** £0
- Upon arrival:** £173
- DETAILED CALCULATION:** (link)
- Pay nothing now!**
  - Pay the full amount on property £0 Due now
  - Confirm your booking immediately.
- Cancellation Terms & Conditions:** These are test conditions, we will add full terms and conditions for each offer
- Legal notice:** By clicking the "BOOK NOW" button you agree to the processing of your personal data effected in order to complete the reservation. The administrator of your personal data is Point A Liverpool Street.
- Navigation:** BACK to Extras (button), BOOK NOW (button with mouse cursor)
- Footer:** © Booking Engine by PROFITROOM 2007-2026, Cookie settings, Privacy policy

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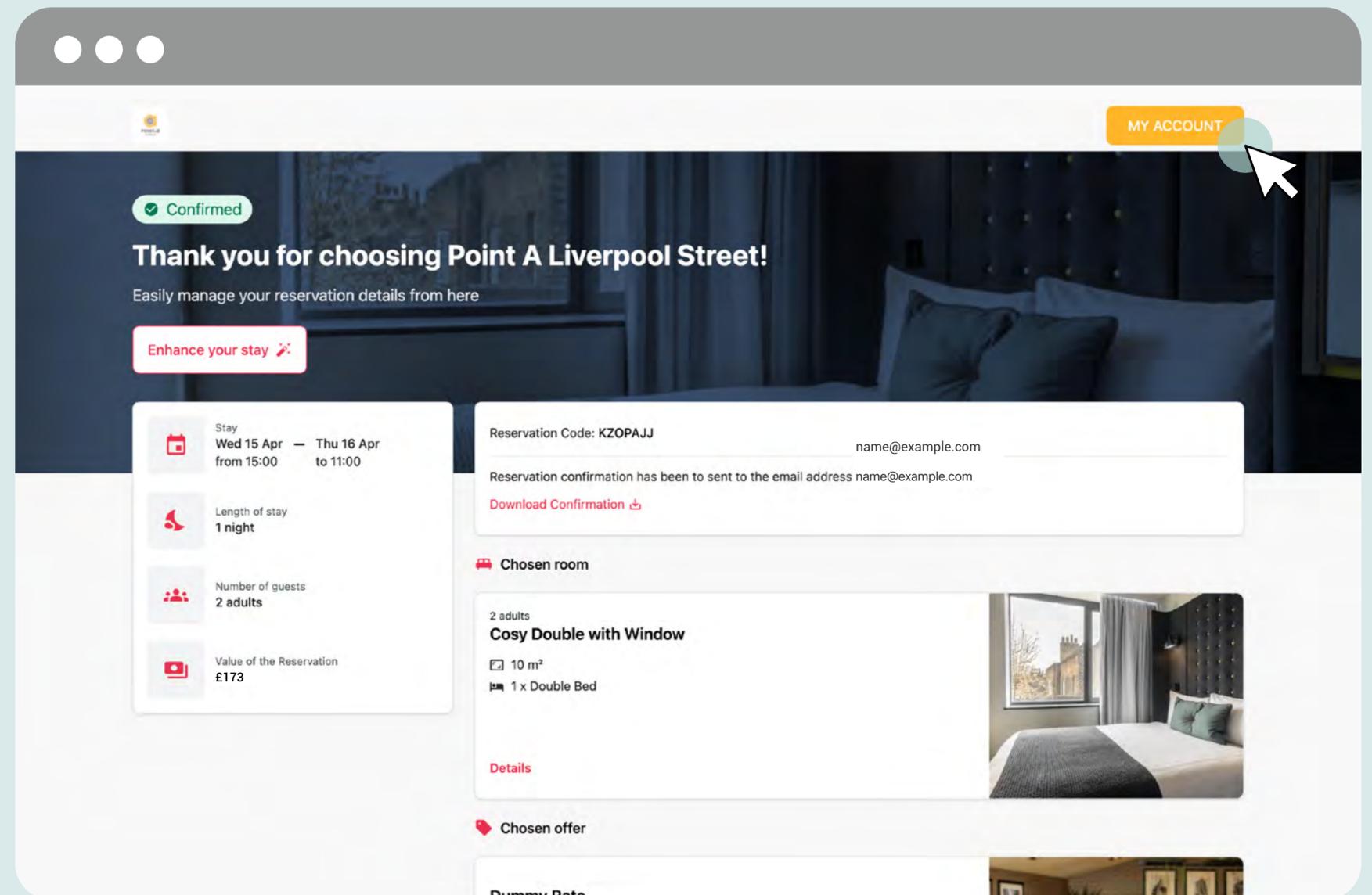
## Reservation Confirmation & Account Access

A new **reservations page** will open, displaying all the information for the reservation you just made.

To return to your **account**, click on “My Account”. This will take you back to the Corporate Connect Portal where you can view and modify your future reservations.

### Prompt Payment

If payment is required prior to arrival, please ensure this is promptly paid. Otherwise, payment will be taken from the credit card used to guarantee the booking prior to your arrival.



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# Navigating the Corporate Connect Portal

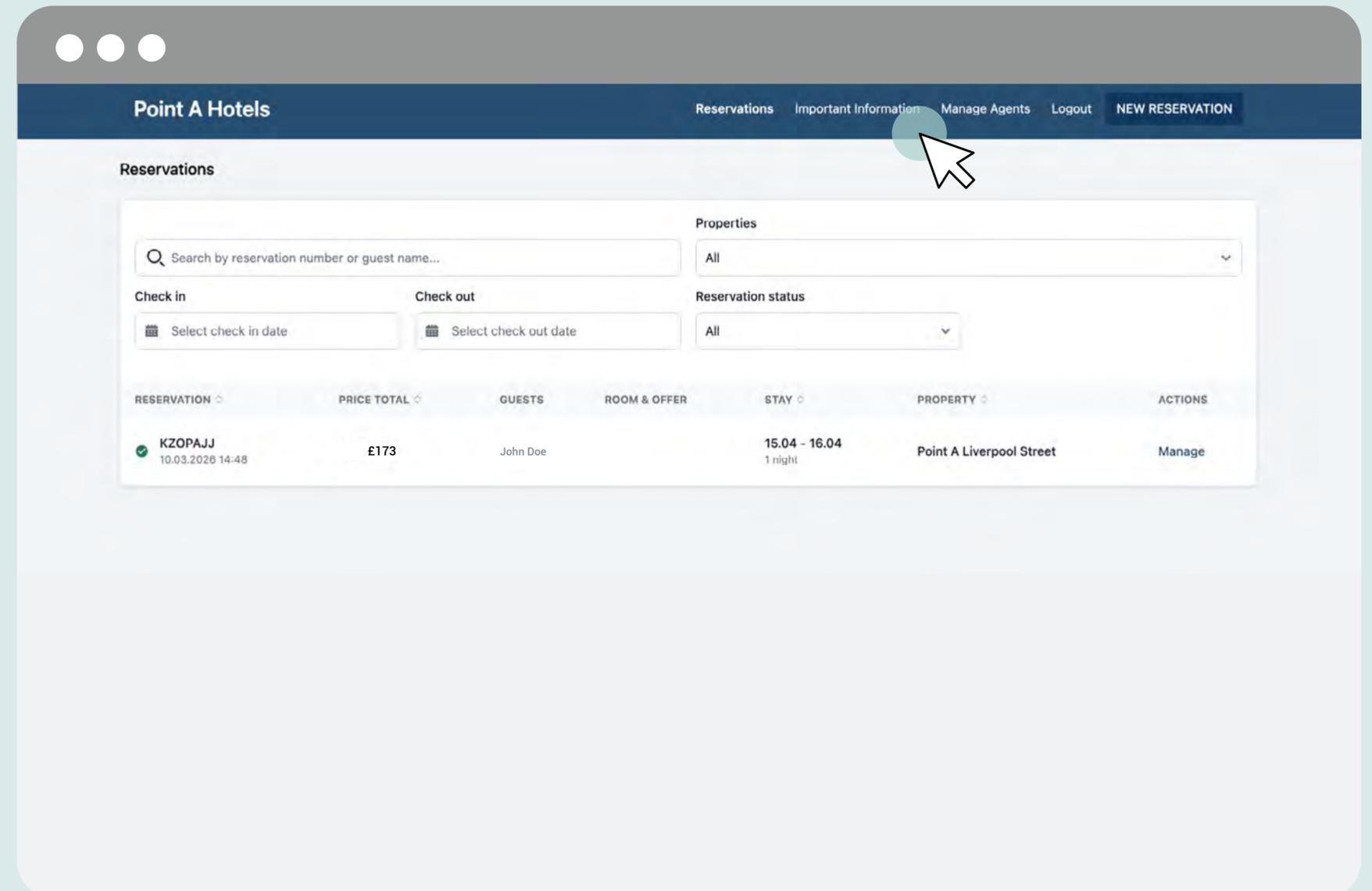
## Reservations

This section provides a comprehensive list of all your reservations across all properties, presented with the following details:

- **Reservation Number and Date:** The unique identifier of your booking and the date on which it was made.
- **Total Reservation Amount:** The total amount associated with your reservation.
- **Main Guest:** The name of the primary guest for whom the reservation was made.
- **Room Type and Rate:** The specific room type and rate plan selected.
- **Stay Dates:** The check-in and check-out dates of your reservation.
- **Manage:** Modify your reservation.

## Important Information

Please watch this space for future communication about your hotel or stay.



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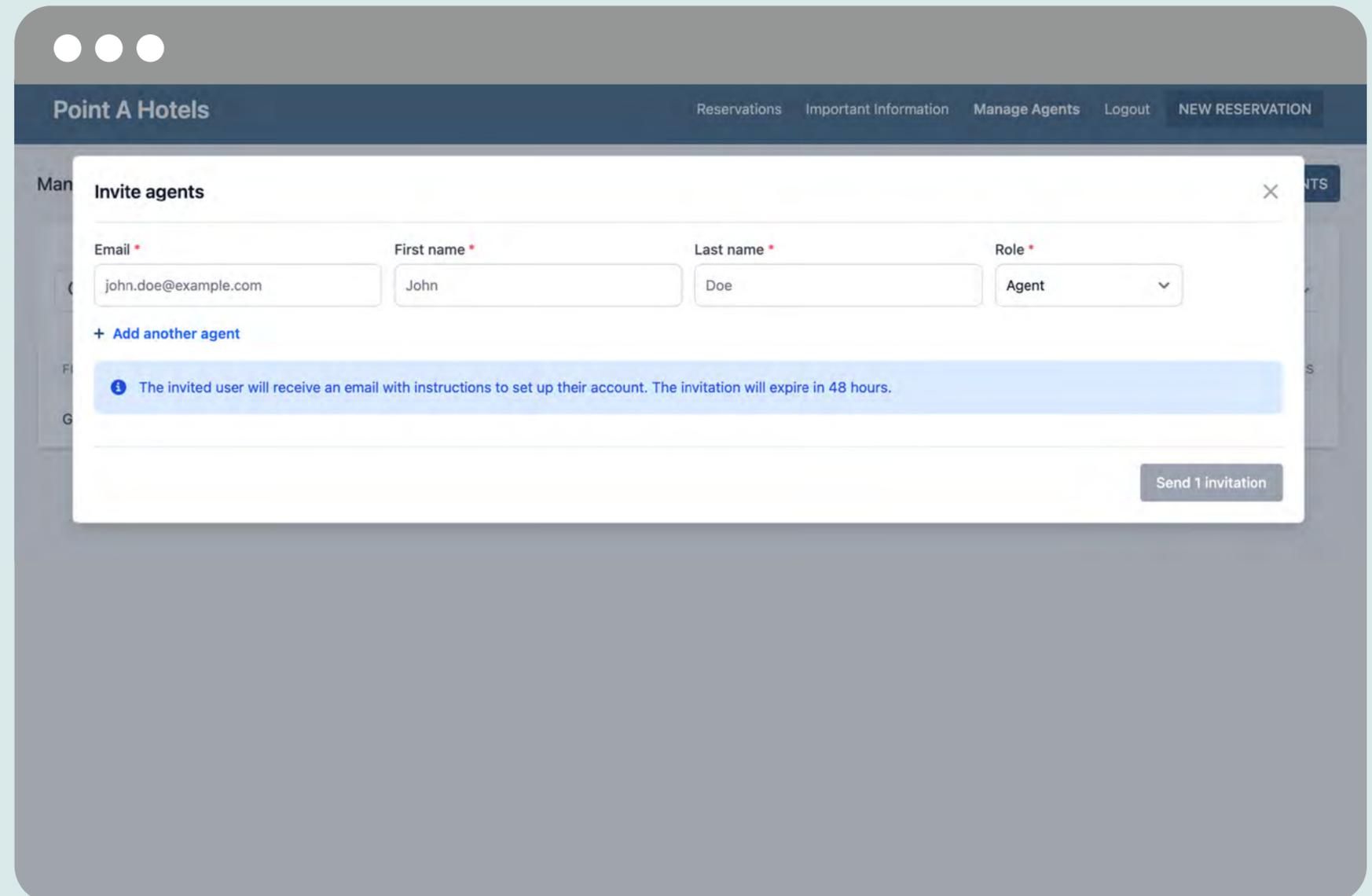
## Manage Agents

There are three different types of access that you can assign to your colleagues:

**Administrator:** Can create and edit reservations. Has access to additional information and company user managements.

**Agent:** Can create and edit reservations. Does not have access to additional information or company user managements.

**Agent Plus:** Can create and edit reservations. Has access to additional information. Cannot invite or edit company users.



The screenshot shows a web application interface for 'Point A Hotels'. The top navigation bar includes 'Reservations', 'Important Information', 'Manage Agents', 'Logout', and 'NEW RESERVATION'. A modal window titled 'Invite agents' is open, featuring a form with the following fields: 'Email \*' (containing 'john.doe@example.com'), 'First name \*' (containing 'John'), 'Last name \*' (containing 'Doe'), and 'Role \*' (a dropdown menu set to 'Agent'). Below the form is a blue informational message: 'The invited user will receive an email with instructions to set up their account. The invitation will expire in 48 hours.' A '+ Add another agent' link is positioned above the message. A 'Send 1 invitation' button is located at the bottom right of the modal.

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Any questions? Reach out to our friendly sales team:

[sales@pointahotels.com](mailto:sales@pointahotels.com)