



Membership User Guide

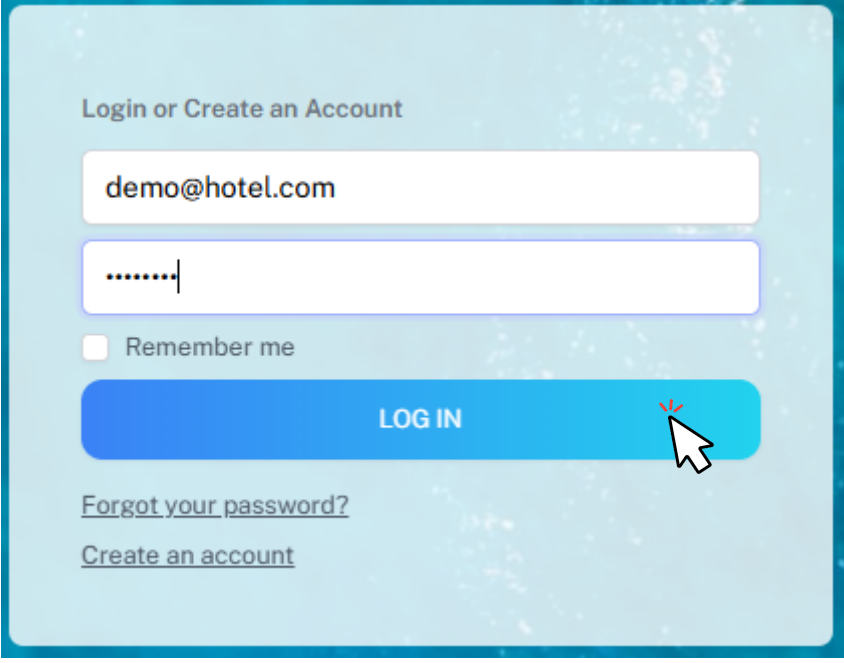
Follow these steps to create or join chains

Applicable member types: All

Registering a new chain

Step 1: Ensure that at least one individual property is already a registered member.

Step 2: Login to the registered member's account.



Login or Create an Account

demo@hotel.com

.....

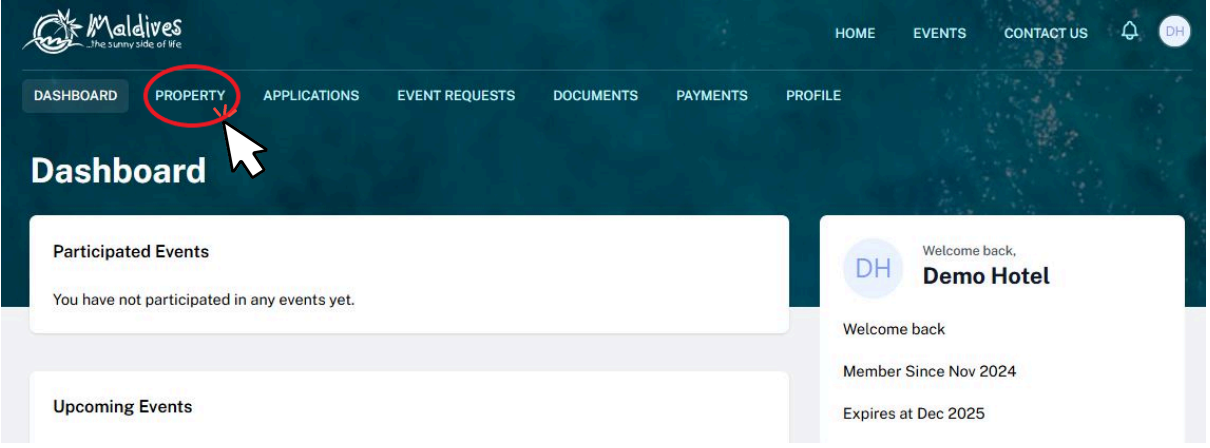
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Step 3: Navigate to the '**Property**' tab on the menu bar.



Maldives
The sunny side of life

HOME EVENTS CONTACT US

DASHBOARD **PROPERTY** APPLICATIONS EVENT REQUESTS DOCUMENTS PAYMENTS PROFILE

Dashboard

Participated Events

You have not participated in any events yet.

Upcoming Events

Welcome back,
Demo Hotel

Welcome back

Member Since Nov 2024

Expires at Dec 2025

Step 4: Click '**New Chain**', enter the chain details and upload the documents. Click '**Save**'.

The screenshot shows the 'Property' management interface. On the left, the 'Demo Hotel' details are visible, including its active membership status (Membership No: MMPRC/2025/HTL/2, Expires 31-12-2025) and postal address (Building No 04 / Street 05 / Hulhumale' / Kaafu Atoll). On the right, the 'Chain' section is shown, indicating it is 'Not linked to any chain.' A red circle highlights the 'New Chain' button, and a mouse cursor is pointing at it. A blue information box below the button states: 'You can join chains only when the property's membership registration is in 'Approved' stage'.

The screenshot shows the 'Chain Request' form. The 'Request Type' is set to 'New Chain'. The 'Chain Name' is 'Demo Resorts & Hotels'. The 'Contact Person' is 'John Doe', 'Sales Manager', with the email 'chain@demo.com' highlighted by a red circle. The 'Company Registration' section has a file upload area for 'BUSINESS REGISTRATION.pdf'. The 'GST Registration' section has a file upload area for 'gst cert.pdf'. There are also optional sections for 'Name Change Document' and 'Other Documents'. At the bottom right, there are 'Close' and 'Save' buttons, with a mouse cursor pointing at the 'Save' button.

Note: The email entered in the contact person details will be used to login to the chain account in the future.

Step 5: Await verification and acceptance. You will receive notifications during this process, and keep track of the progress using the timeline.

Chain

Linked chain details

Chain Name

Demo Resorts & Hotels

Chain Code

287132877

Status

Approved

Individuals

CONTACT PERSON

John Doe

Sales Manager

chain@demo.com

9999999

Documents

BUSINESS REGISTRATION.pdf

Company Registration

View Download

gst cert.pdf

GST Registration

View Download

Timeline

✓ Submitted

✓ Verified

2024-11-13 09:40:27

✓ Approved

2024-11-13 09:40:41

Step 5: Make a note of the chain code. This code is required for other properties to join this chain.

Chain

Linked chain details

Chain Name

Demo Resorts & Hotels

Chain Code

287132877

Status

Approved

Joining a chain

Note: There are two ways to join a chain:

1. During the registration process
2. After becoming a registered member

1. Joining a chain during the registration process

Step 1: Obtain the chain code. Refer to **step 5** in **Registering a New Chain**.

Step 2: Enter the chain code and click '**Fetch**'. If the chain already exists, it will now be visible.

The screenshot shows the 'Register' form with a progress bar at the top indicating steps 1 through 6. Step 3, 'Chain Details', is the current step. Below the progress bar, there is a text input field containing the chain code '287132877'. To the right of the input field is a 'Fetch' button, which is highlighted with a red arrow and a mouse cursor. Below the input field, a card displays the chain details: 'Demo Resorts & Hotels', 'Code: 287132877', and 'Ref: CRR/2024/57'. To the right of this card is a 'Remove' button. At the bottom right of the form, there are 'Go Back' and 'Next' buttons. The 'Next' button is highlighted with a red arrow and a mouse cursor.

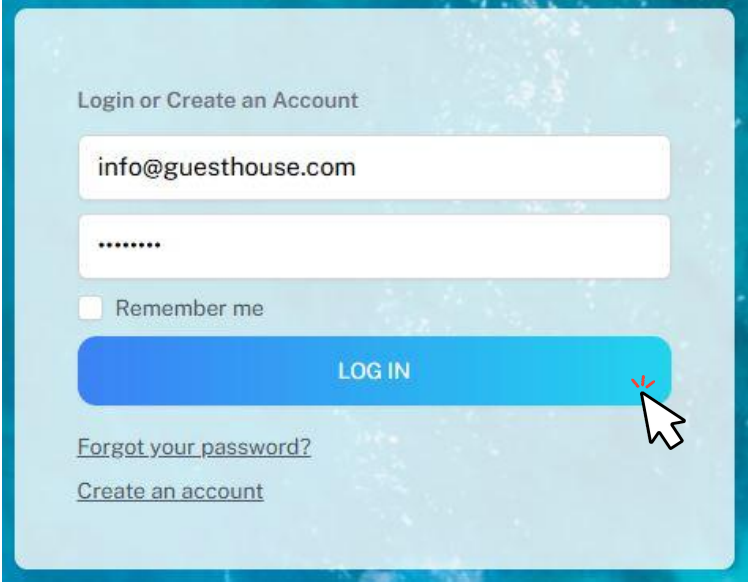
Step 3: Complete the rest of the registration process. Once your membership registration is approved, your property will be part of the chain.

The screenshot shows the 'MRR/2024/360' payment status page. At the top, there is a progress bar with five steps: Submitted, Verified, Payment Ordered, Paid, and Approved. The 'Payment Ordered' step is the current step. Below the progress bar, there is a blue box containing the following information: 'Payment order PTR/2024/478 in paid status' and 'Payment Method: Transfer (-)'. Below this box, there are four buttons: 'Payment Info', 'Payment Order', 'Paid Slip', and 'Paid Invoice'. Below the buttons, there is a 'Chain' section with the text 'Chain information for the property.' and a table with two columns: 'Name' and 'Reference No'. The table contains the following data: 'Demo Resorts & Hotels' and 'CRR/2024/57'.

2. Joining a chain after becoming a member

Step 1: Obtain the chain code. Refer to **step 5** in **Registering a New Chain**.

Step 2: Login to the member account.



Login or Create an Account

info@guesthouse.com

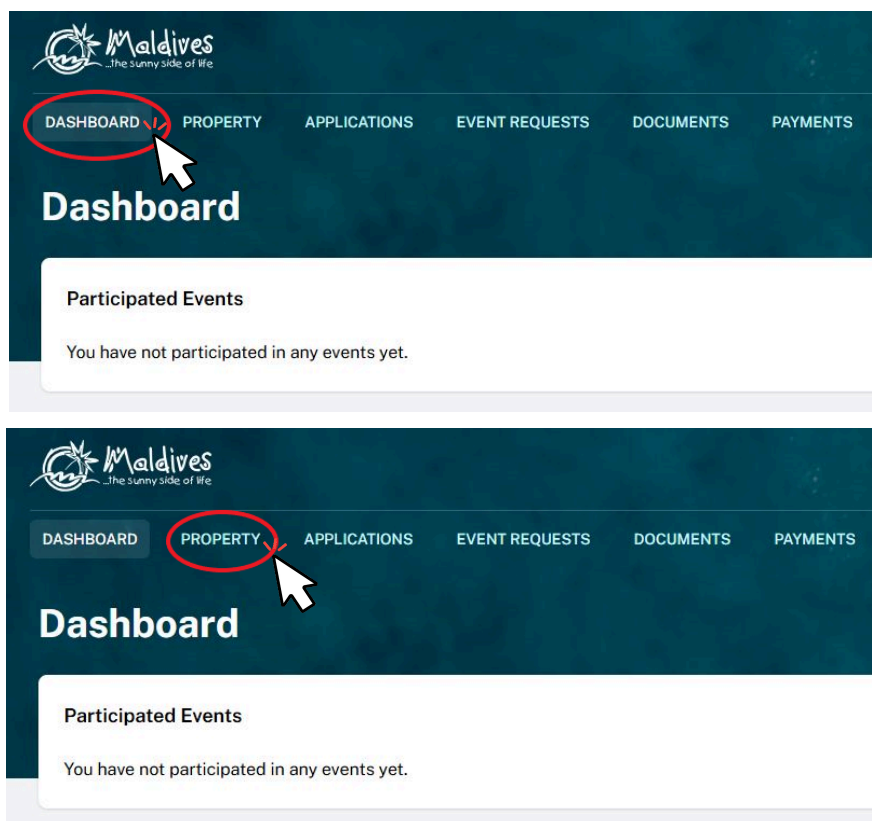
☐ Remember me

LOG IN

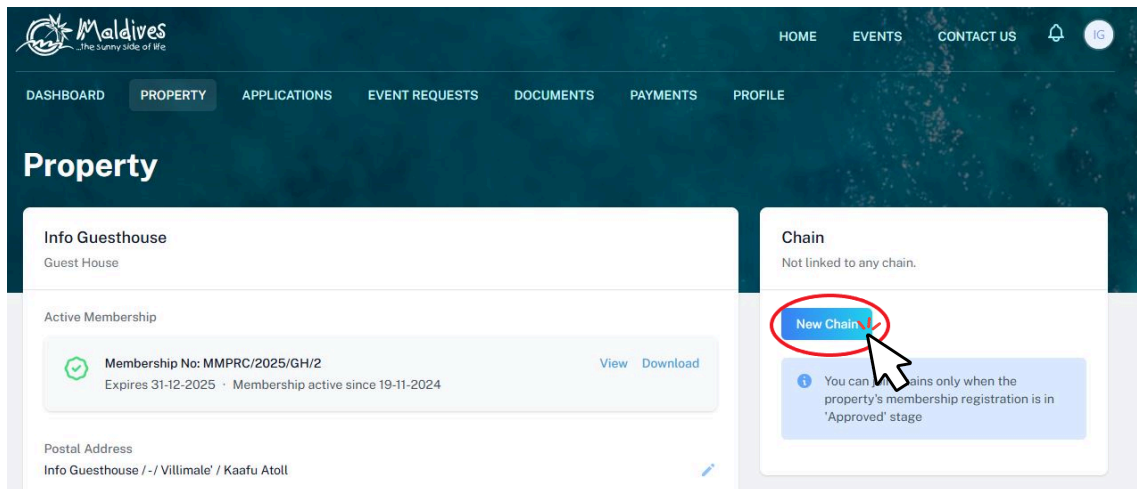
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Step 3: Go to **Dashboard** → Click **Property**.



Step 4: Click on **New Chain**.



Step 5: In the pop-up window, make sure that Join Chain is selected from the dropdown.

The screenshot shows a 'Chain Request' pop-up window. At the top, the title 'Chain Request' is centered. Below the title, there are two input fields: 'Request Type' and 'Chain Code'. The 'Request Type' dropdown menu is open, showing 'Join Chain' as the selected option, which is circled in red. Below these fields, there are four sections for document uploads: 'Company Registration', 'GST Registration', 'Name Change Document (Optional)', and 'Other Documents (Optional)'. Each section contains an 'Upload a file' button and a note indicating supported file formats (PNG, JPG, PDF) and a maximum size of 2MB. At the bottom right of the window, there are two buttons: 'Close' and 'Save'.

Step 6: Enter the chain code, upload the required documents and click **Save**.

The image shows a 'Chain Request' form. At the top, there are two fields: 'Request Type' with a dropdown menu set to 'Join Chain', and 'Chain Code' with the value '287132877'. Below these are four document upload sections: 'Company Registration' and 'GST Registration' (both requiring '204.pdf'), and 'Name Change Document (Optional)' and 'Other Documents (Optional)' (both accepting 'PNG, JPG, PDF up to 2MB'). At the bottom right, there are 'Close' and 'Save' buttons. A red circle highlights the 'Save' button, with a mouse cursor pointing at it.

Step 7: Your chain request is now submitted. You can track your join chain application status from the timeline. You will also receive notifications on the portal and via email.

The image shows a 'Chain' details page. It includes sections for 'Chain Name' (Demo Resorts & Hotels), 'Chain Code' (287132877), and 'Status' (Submitted, circled in red). Below is the 'Individuals' section with contact information for John Doe, Sales Manager. The 'Documents' section lists two uploaded files: '204.pdf Company Registration' and '204.pdf GST Registration', each with 'View' and 'Download' links. The 'Timeline' section shows a single entry: 'Submitted' with a checkmark icon.

Step 8: Once your request has been approved, it will be displayed as below.

Chain

Linked chain details

Chain Name
Demo Resorts & Hotels

Chain Code
287132877

Status
Approved

Individuals

 CONTACT PERSON
John Doe
 Sales Manager
 chain@demo.com
 99999999

Documents

 204.pdf
Company Registration
[View](#) [Download](#)

 204.pdf
GST Registration
[View](#) [Download](#)

Timeline

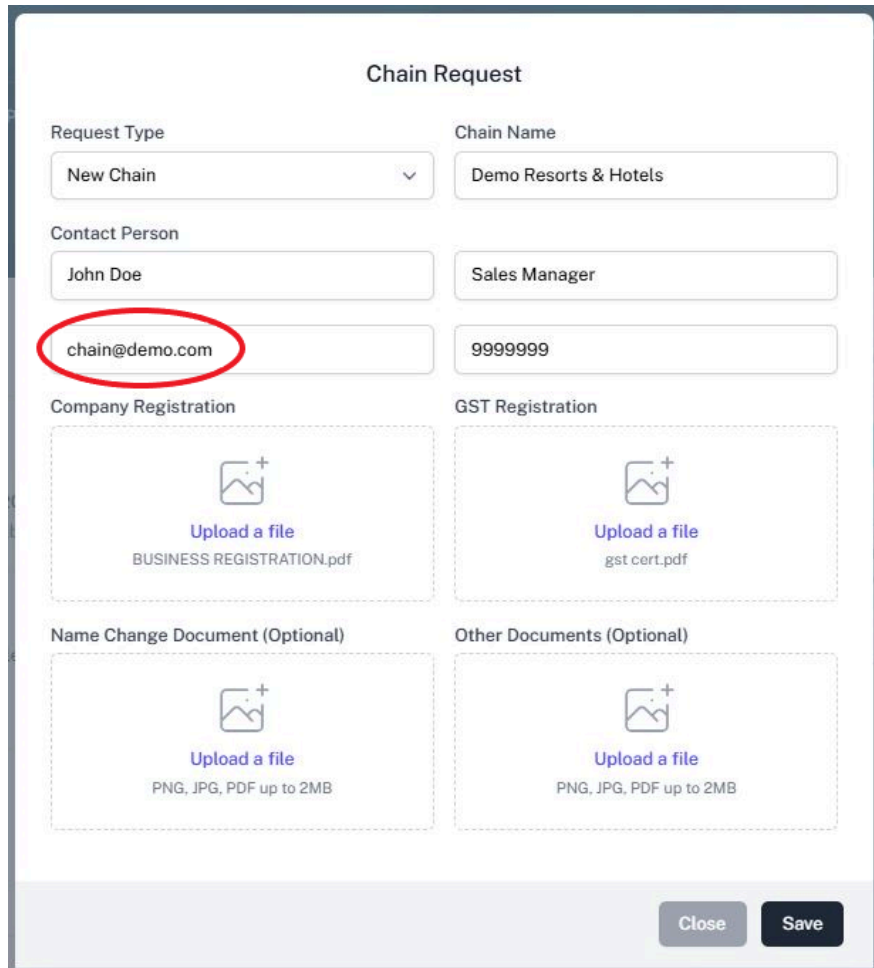
 Submitted

 Verified 2024-11-19 12:03:33

 Approved 2024-11-19 12:03:35

Accessing your chain account

To login to your chain account, use the email entered during the new chain creation process.

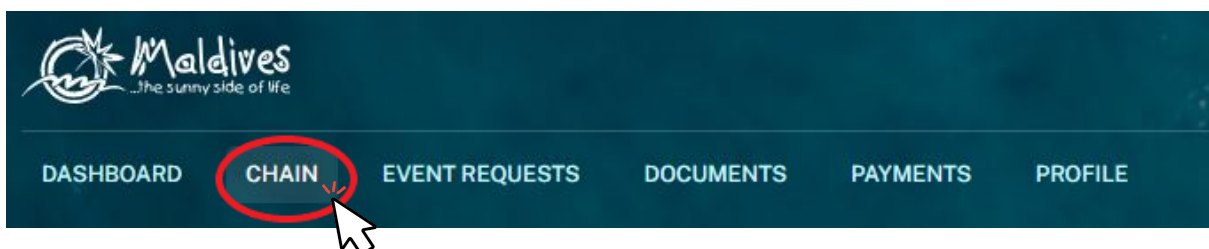


The image shows a 'Chain Request' form with the following fields and sections:

- Request Type:** A dropdown menu with 'New Chain' selected.
- Chain Name:** A text input field containing 'Demo Resorts & Hotels'.
- Contact Person:** A text input field containing 'John Doe'.
- Chain Email:** A text input field containing 'chain@demo.com', which is circled in red.
- Phone Number:** A text input field containing '9999999'.
- Company Registration:** A section with an 'Upload a file' button and the text 'BUSINESS REGISTRATION.pdf'.
- GST Registration:** A section with an 'Upload a file' button and the text 'gst cert.pdf'.
- Name Change Document (Optional):** A section with an 'Upload a file' button and the text 'PNG, JPG, PDF up to 2MB'.
- Other Documents (Optional):** A section with an 'Upload a file' button and the text 'PNG, JPG, PDF up to 2MB'.
- Buttons:** 'Close' and 'Save' buttons at the bottom right.

Step 1: Login to your chain account

Step 2: Click '**Chain**' on the menu. In this page, you will find the details of the main chain, and of all the properties that have joined this chain.



Chain Properties

Demo Hotel

Hotel

Active Membership



Membership No: MMPRC/2025/HTL/2

[View](#) [Download](#)

Expires 31-12-2025 · Membership active since 13-11-2024

Postal Address

Building No 04 / Street 05 / Hulhumale' / Kaafu Atoll

Individuals



PERSON OF AUTHORITY

John Doe

CEO

jd@hotel.com



CONTACT PERSON

Jane Doe

Sales Manager

jd1@hotel.com



Documents



BUSINESS REGISTRATION.pdf

Company Registration

[View](#) [Download](#)



operating license.pdf

Operating License

[View](#) [Download](#)



gst cert.pdf

GST Registration

[View](#) [Download](#)