

# NEW PRE-CRUISE ONLINE CHECK-IN

We are dedicated to bringing you an exceptional vacation experience, and have implemented a new process in order to make your embarkation as seamless as possible. Please complete our new Online Check-In by following the steps below. If you have any questions as you complete the Online Check-In, please contact our Guest Services team or your Travel Advisor.



# 2. SIGN IN or CREATE AN ACCOUNT

From here, you may either log in if you have an existing account, or create a new account by following the on-screen instructions.



# 3. CHOOSE YOUR BOOKING

After logging in or creating a new account, you'll be redirected to the My Account Home screen. If you haven't previously added your booking, please proceed to the next step for instructions on how to do so.

If you have previously added your booking to your account, you'll see it here. By the time Online Check-In becomes available, 21 days prior to embarkation, you likely will have already completed your Guest Registration Form. If not, you will do so as part of your Online Check-In, so proceed by clicking the "Complete Online Check-In" link, and skip ahead to Step 6.



**4**. Click on the Booked Cruises tab, add details about your upcoming cruise to access your booking and click the Update Profile button.

OVER	RVIEW BOOKE	DCRUISES	SAVED CRUIS	ES OCEANI	A CLUB	EDIT PROFILE
Add a recen Ship* Select	tly booked cruise to your a Last Name*				hedules, make dir	ning reservations, reserve
Sail Date* Select an.	• Day • Ye	ear	Add Cruise	shore excursions, comple	te your guest regi	stration forms and more.

**5**. You will now have access to your booking. By the time Online Check-In becomes available, you likely will have already completed your Guest Registration Form. If not, you will do so as part of your Online Check-In, so proceed by clicking the "Online Check-In" button.

					Onlin	e Check-In
OVERVIEW		BOOKED CRUISES	SAVED CRUIS	SES	OCEANIA CLUB	EDIT PROFILE
MIAMI TO MIAMI ATLANTIC & AMBER GEMS 10-Day Voyage			OCEANIA SUITE (OC Deck 12, Suite 12006 Guest(s): Automanus Pchwebtes		in Pchwebtest	BOOKING # 315025 Guest Registration Forms > View Cart > Online Check-In >
Riviera	26 T	2022	SHIPBOARD CREDIT	total \$600	REMAINING \$244	
			View Credits ► View	Purchases •		

9 Total Ship Board Credits: \$400 >	Manage Booking
Lisbon to Barcelona REGAL IBERIA	To-Do List
7-Day Voyage MAR APR	Deposit Received
Riviera         20         TO         4           2022         2022         2022	December 28, 2021 Final Payment Made
PENTHOUSE SUITE (PH1) Deck 11, 11046 ►	Guest Registration Form Complete
Guest(s): Autowoman Pchwebtest, Jane Smith	June 21, 2021 Online Check In Complete
	0 Shore Excursion(s) Reserved
	January 12, 2022 Make Dining Reservations
	Lisbon to Barcelona REGAL IBERIA 7-Day Voyage Riviera PENTHOUSE SUITE (PH1) Deck 11, 11046 •

# 6. GUEST REGISTRATION and ONLINE CHECK-IN

After clicking on the "Complete Online Check-In" link from the previous step, you will be redirected to the page below. If you have completed your Guest Registration Form, or any other steps, that section will show as "Complete".

All steps must be completed in order, with the Guest Registration AND Health and Safety Attestation/Ticket Contract steps completed for ALL GUESTS in the suite first, before proceeding to the Onboard Payment step.

For any steps that are "Incomplete," click the corresponding down arrow next to each section and follow the on-screen instructions, which are detailed in the following steps should you require them. Once all sections are complete, your Boarding Pass will process and be emailed to you within 24 hours.





# 7. GUEST REGISTRATION

Complete all required fields in the Guest Registration section following the on-screen instructions, paying special attention to your title and the way your name appears on this step, as it must match your passport. It is also important to provide a valid email address and mobile phone number, which we can use to contact you with important health, safety and travel information if necessary.

# **Guest Registration Form**

# GUEST REGISTRATION FORM

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Please add details for each guest to activate the online check-in process. All it takes is a few easy steps and you'll be ready to come aboard and avoid standing in lines. Kindly ensure all names below (first, middle and last) must appear as they do in your passport. If you require an update to a field that is locked, please call our

# 8. HEALTH AND SAFETY ATTESTATION and TICKET CONTRACT

Carefully read the Health and Safety Attestation and Ticket Contract, then check the two boxes confirming your acceptance before saving and proceeding.

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# 9. ONBOARD PAYMENT INFORMATION

Follow the on-screen instruction to enter a credit or debit card for payment for each guest in the suite. If each guest is going to use the same card, it is only necessary to enter the card details once, and you may assign multiple guests to that card at that time. After entering the card details, billing address and guests for whom the payment applies, check the authorize box and Save.

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#### 10. SECURITY PHOTO

Carefully read and follow the instructions for uploading each guest's photo, which will be used for security purposes each time you board or leave the ship. After you have uploaded a photo that meets all of the requirements, click Save.

an 1 1/2 feet from the camera. or neutral expression. In or in the dark where face cannot be clearly seen. photo. This holds also true for babies. I condition prevents you from doing so. I from the top of the hair and include shoulders. current appearance. Than 500 x 500 at 300dpi.
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# 11. ARRIVAL TIME AT PORT

In order to account for physical distancing, we are staggering embarkation times for boarding. Please select a 30-minute window from the available options during which your party wishes to arrive and click Save\*.

Click on the terminal arrival time to select	
SELECT ARRIVAL TIME	$\checkmark$
	SAVE

# 12. SAFETY VIDEO

To comply with SOLAS safety guidelines, guests must watch a brief 1-minute safety video in its entirety. After doing so, check the box acknowledging that you have done so and click the Save button to continue.



SAVE

#### 13. BOARDING PASS

After completing ALL of the sections above for ALL of the guests in your suite or stateroom, a Boarding Pass will be emailed within 24 hours to the email address(es) you provided via the Guest Registration step above. If you wish to send your Boarding Pass to a different email address, after all guests have completed all of the steps above, you may return to this section and provide a different email address.

Boarding Party:	TESTUS PCHWEBTEST, TEST PCHWEBTEST
Booking Number:	3164539
Ship:	Marina
Sail Date:	April 25, 2022
Sulte:	9029
You can manually resend a boarding pass afte	online check in has been completed
You can manually resend a boarding pass afte	online check in has been completed
EMAIL ADDRESS	
	SEND ROARDING PASS



Should you have any questions while completing the Online Check-In process, please call Guest Services at 855-OCEANIA (855-623-2642) or your Travel Advisor.