Pass d'Enhaut

R2 **FOR CLIENTS**
OF SECOND-HOME OWNERS

A

LOG IN

checkin.pays-denhaut.ch



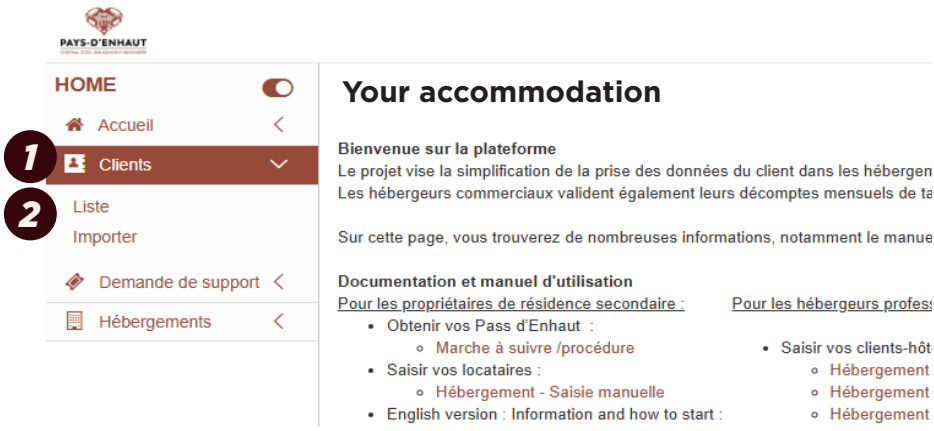
Your login details have been sent to you by post from *Pays-d'Enhaut Région, Économie et Tourisme*.

If you lose your password, you can use the *Request new access* option.

B

MANUAL ENTRY

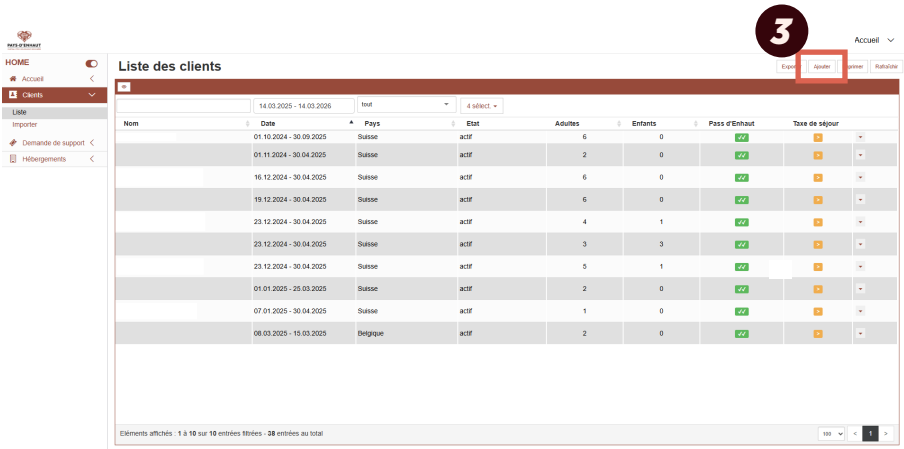
- 1 - Click on *Clients*,
- 2 - then on *List*



C

ACCESS THE FORM

- 3 - Click on *Add*.



D

ENTER THE DATA

- 4 - Fields marked with an asterisk * are obligatory.

- 5 - It is important to go through all the tabs and ensure that all the necessary information has been entered.



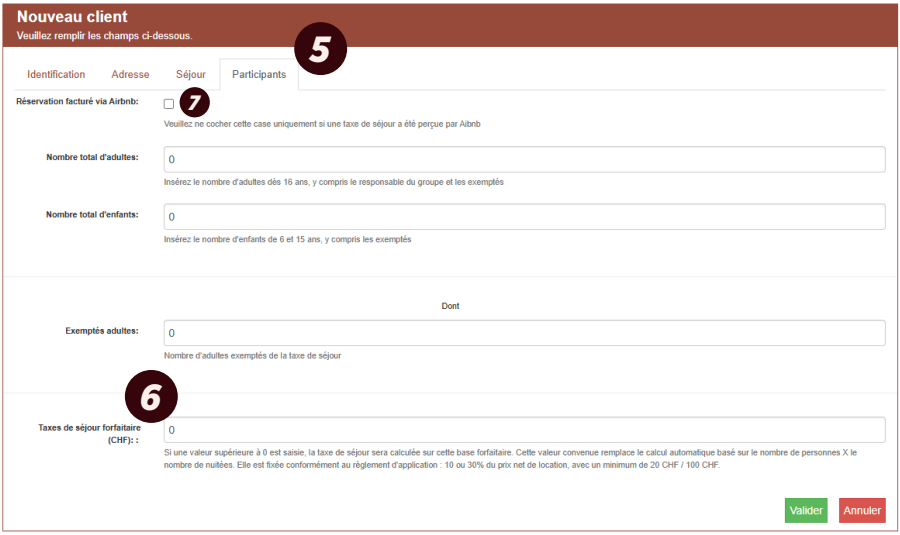
E

ENTER THE DATA

- 5 - On the Participants tab, enter the number of adults (aged 16 and over) and children (aged 6 to 15), as well as any exemptions from the tourist tax.

- 6 - Enter the amount of the tax charged under *Tourist tax (flat rate)*

- 7 - If the booking was made via Airbnb, simply tick the relevant box and do not fill in anything else, as the calculation is automated.



F

GENERATE THE PASS D'ENHAUT

***Automatic* dispatch of the Pass d'Enhaut:**

The system will automatically send the passes to your customers 4 days before their arrival date.

Sending the Pass d'Enhaut manually:

- 8 - Return to the main table under *Customers > List*

- 9 - Click on the arrow at the end of the row and select *Manage* or *Send the Pass d'Enhaut by email*.

