Check-in terminal instructions

Check-in with Reservation

Your room is available from 3:00 PM. Please check out by 11:00 AM.
Payment is made directly at the terminal.
Follow our step-by-step guide:

Step 1: Select your language
Step 2: Indicate whether you have a reservation
Step 3: If booked via our website or a booking platform:
enter your last name
Step 4: Review your reservation & complete check-in
Step 5: If your room hasn't been paid yet, you will now be
prompted to pay by credit card
Step 6: Complete the registration form with your nationality
Step 7: Indicate your country of residence
Step 8: Review all details and CONFIRM
Step 9: Sign the registration form and CONFIRM
Step 10: Your key card will be generated
Step 11: Collect the key card and check-in receipt at the terminal (or receive
via email)

Check-in without Reservation

Check-in available 24/7. Please check out by 11:00 AM.
You will receive your key (for entrance and room) directly from the check-in
terminal. Payment is made at the terminal.
Follow our step-by-step guide:

Step 1: Select your language
Step 2: Indicate whether you have a reservation
Step 3: Select number of nights
Step 4: Select number of guests in the room
Step 5: Choose room category
Step 6: Review booking details and complete check-in
Step 7: Pay with card (VISA, Mastercard, Maestro/debit card)
Insert the card with the magnetic strip facing down
Follow instructions on the pin pad
Enter PIN, confirm, and remove the card
Step 8: Fill in and sign the registration form completely
Step 9: Please wait while your booking is processed
Step 10: Collect your key card and check-in receipt from the terminal