

# 6 STEPS TO CREATING AN INNTOPIA RMS ACCOUNT

Inntopia Commerce is a dynamic e-commerce platform that helps you sell your products - hotel rooms, lift tickets, tee times, equipment rentals, and much more - through your own website or through resellers. Use our intuitive Inntopia RMS supplier extranet to build products, manage inventory, and create promotions.

## 1. CREATE YOUR ACCOUNT

Visit our Supplier Info Center to access the Inntopia RMS and create a new account or log in.

<http://corp.inntopia.com/suppliers/>



## 2. SET UP THE COMPANY PAGE

Add contact information, taxes, deposit schedules, cancellation fees, and property amenities. Don't forget to select the credit cards you accept, load property-level photos, and include a toll-free phone number.



## 3. CREATE YOUR PRODUCTS

Create your products, add amenities and restrictions, set customer requirements, load photos, and add any product-specific taxes, fees, deposit schedules, or cancellation fees.



## 4. UPDATE THE TAPE CHART

Load rates, availability, and restrictions (minimum night stay, close outs) here. Use the Bulk Load feature to expedite this process. Use the Rate Optimizer to set your NET rate percentage per reseller.



\* If your account has an integration to a third-party system, this will be managed outside of Inntopia. For more information, contact Inntopia Partner Services.

## 5. BUILD YOUR PROMOTIONS & BUNDLES

Create promotions to offer discounts on your products or to package them together. Use our Product Bundle feature to upsell products.



## 6. ACTIVATE YOUR ACCOUNT

Once you have completed steps 1-5, contact Inntopia to have your account activated.



Email: [customercare@inntopia.com](mailto:customercare@inntopia.com)

Phone: 877-740-4143