



MyPMS Implementation Schedule

1. End User Agreement, Proposal, and MyPMS Sign Up Worksheet is signed and delivered to BookingCenter. All 3 must be faxed (+1-718-228-5959) to emailed (sales@BookingCenter.com) to BookingCenter.
2. Payment in full is received and processed by BookingCenter.
3. A BookingCenter Account Manager contacts you to gain required information and delivers forms requesting 'more information', if needed.
4. Within two weeks, BookingCenter creates your property profile.
5. Your property staff is scheduled for mutually agreeable training session(s).
6. On the go-live date, BookingCenter is responsible for coordinating the following events:
 - a. Import all appropriate data from existing system.
 - b. Have the system ready for use at the property.
 - c. Turn on MyCard.
 - d. Turn on the CRS – this may require the help of your web administrator. This may occur at a later date. GDS representation will take 2-6 weeks to complete.
7. Hotel will be directly charged for all monthly expenses.
8. Payment must be received in full prior to the go-live date.