QUICK START GUIDE

VALO COMMERCE – CHOICE HOTELS

Step 1: Access the Choice Hotels VALO Commerce Site

In your browser, go to https://choicehotels.inwk.com. Login using your username and password.

*Please note – if this is your first time logging into VALO Commerce, you will need to click on the **Activate or Reset Password** link on the homepage to set your password. Your username will be your Choice Hotels email address.*
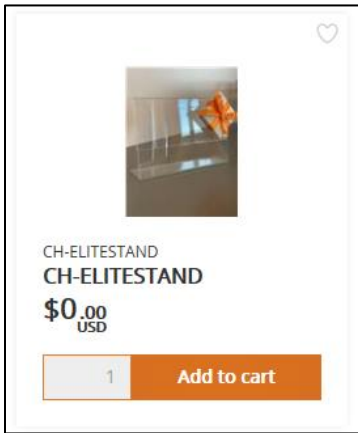

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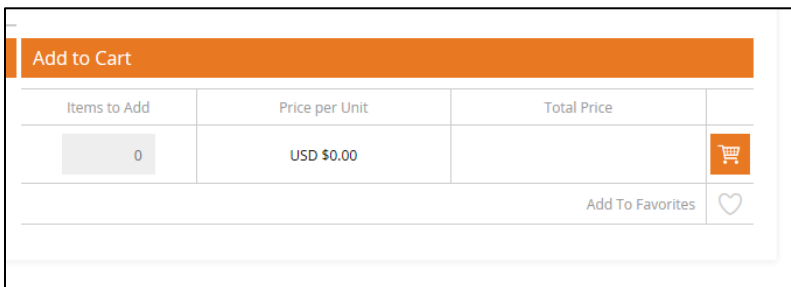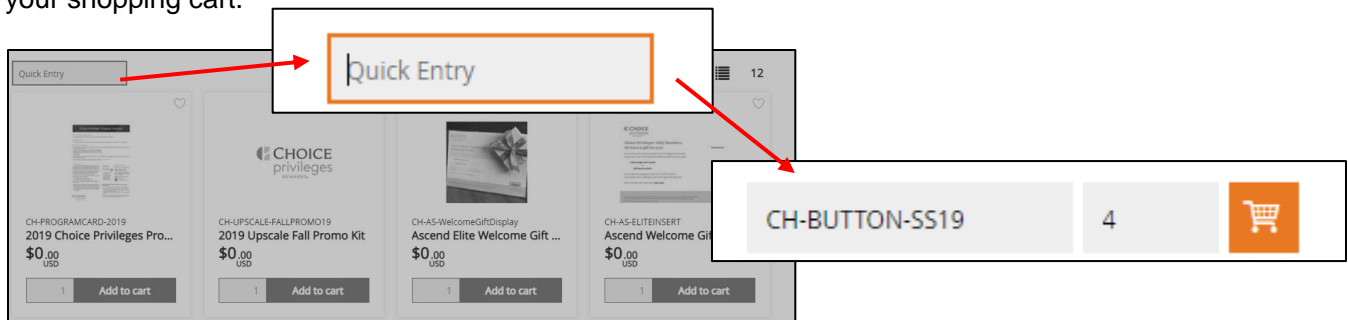## Step 2: Browse the Catalog

Use the search field at the top of the screen to find a product or click on the dropdown for either Choice Privileges or Franchise Development. Once you select the dropdown, your available brand(s) will be listed with available products.

Step 3: Add Items to your Shopping Cart

To add an item to the shopping cart, you can confirm/update the item quantity and click on the "add to cart" button. For additional information on the product, click on the item image to be taken to the detail screen. On the detail screen, you can enter a quantity in the add to cart section at the bottom right. Click the **cart** icon to add it to your cart.

You can also use the **Quick Entry** field on the item catalog page to instantly add a specific item & amount to your shopping cart.

Step 4: Complete the Checkout

To begin a checkout, hover over the **Checkout** icon at the top of the screen and click **Checkout**.

The system will guide you through the simple checkout process. From here, you can confirm your orders are correct in the 'Items' screen and move on to shipping and checkout.

FIGURE 5 - CHECKOUT ICON

You will receive an order confirmation on screen and by email when the checkout process is completed.

For questions or requests regarding your site, please contact InnerWorkings Support at support.choicehotels@inwk.com, also located on the footer of your VALO site.

For assistance, please email support at Support.ChoiceHotels@inwk.com.

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