

## Guide to Online Check-In

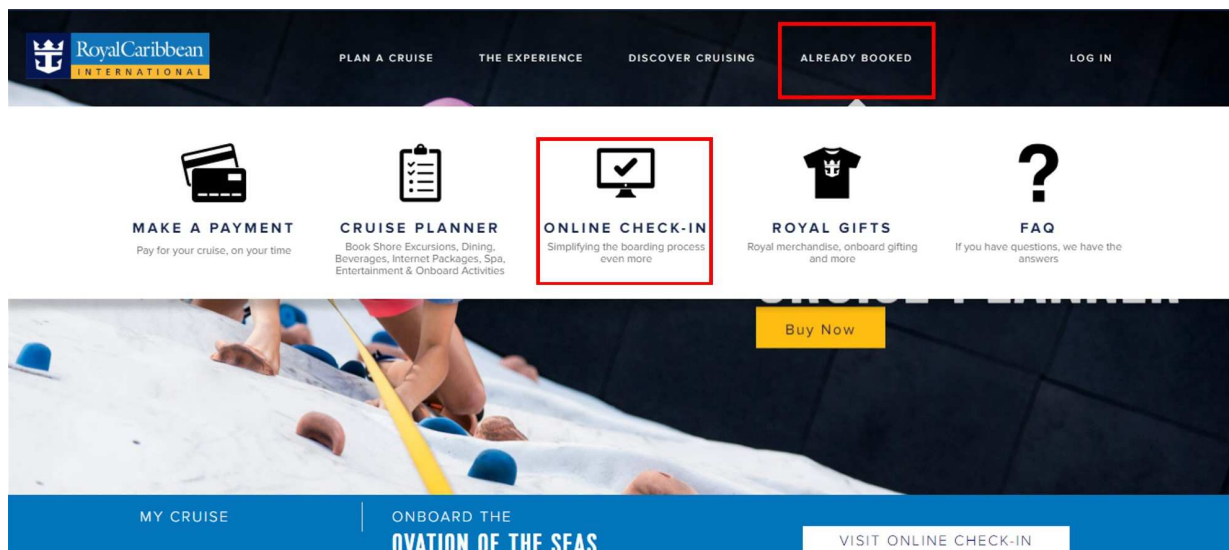
By completing the Online Check-In process at [www.royalcaribbean.com.hk](http://www.royalcaribbean.com.hk), guests can print out the bar-coded SetSail Pass. This will help speed up the check in process at the terminal. **Please be aware that Online Check-In will be closed three days prior to sail.**

There are five simple steps to complete online check-in process:

- I. Log-in to Online Check-In at the official website
- II. Fill in your personal details
- III. Indicate your payment method
- IV. Read and accept the Booking 'Terms and Conditions'
- V. Print out your SetSail Pass

I. Log-in to Online Check-In at the official website

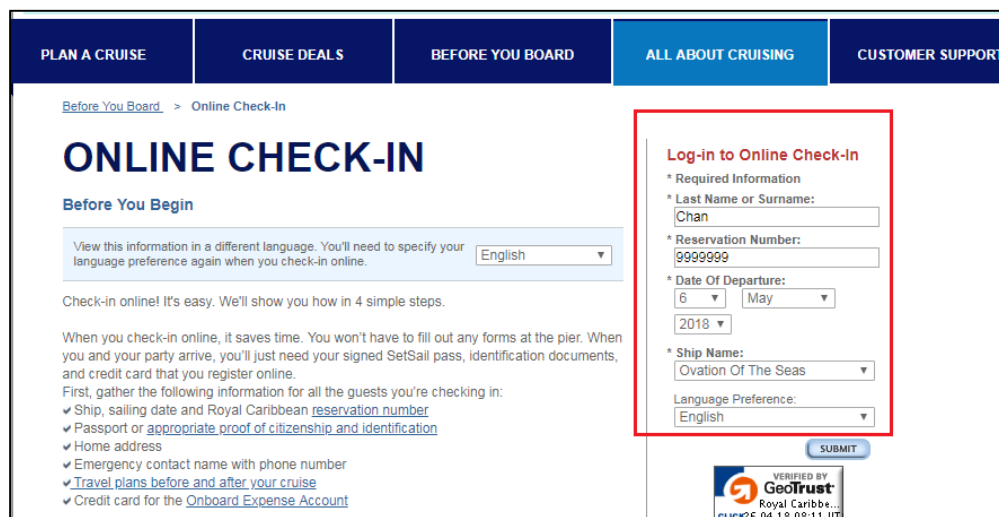
(1) Visit the Royal Caribbean official website <http://royalcaribbean.com>. Click 'Already Booked,' then 'Online Check-In.' Or go directly to <https://secure.royalcaribbean.com/beforeyouboard/boardingDocuments.do>.



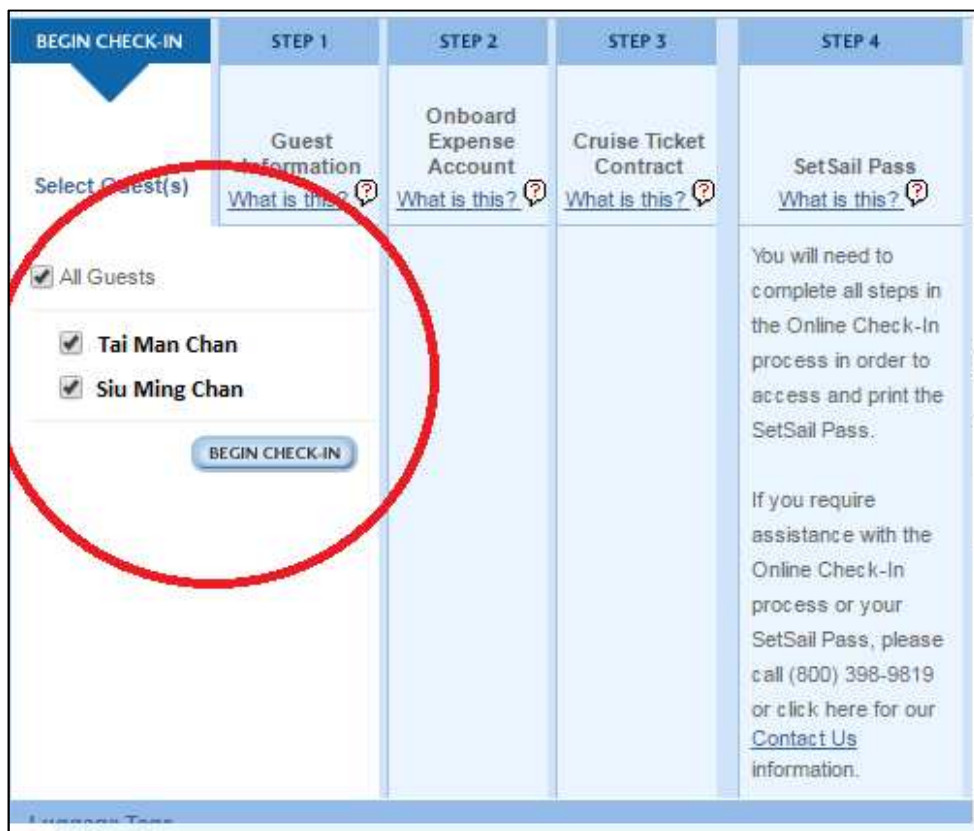
中文版本只供參考，一切皆以英文版之 Cruise Ticket Contract 及皇家加勒比國際官網 [www.royalcaribbean.com](http://www.royalcaribbean.com) 為準

最近修改日期：2018 年 4 月 30 日

(2) Enter the surname, reservation number, date of departure and ship name, then click 'SUMBIT'



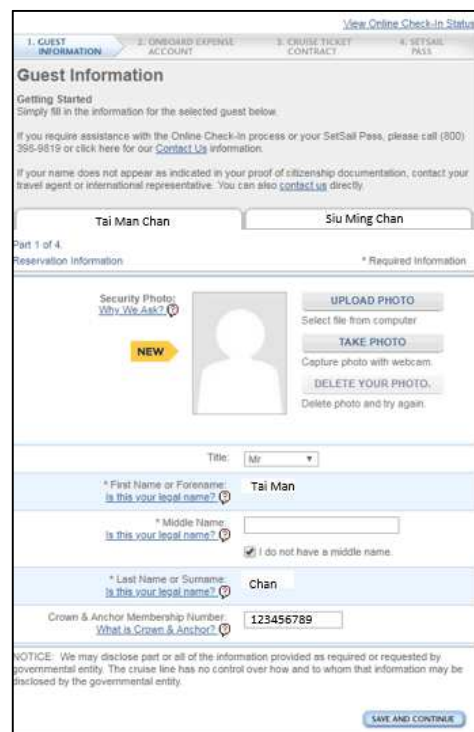
Names of guests booked under the same booking will be showed on the left. Select guests, then click 'BEGIN CHECK-IN'



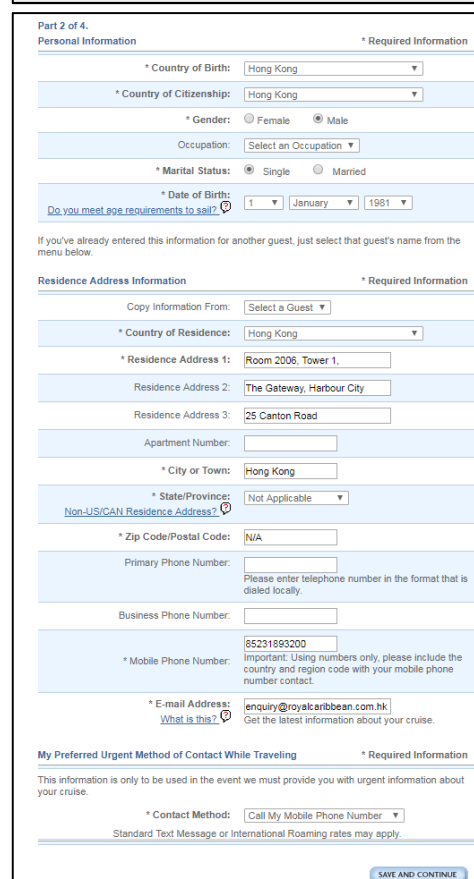
## II. Fill in your personal details (items with \* are mandatory)

### (1) Names of guests will be displayed

automatically. First enter guest's title, and upload a photo (guests can also choose to complete the photo-taking process at the terminal). Then enter your Crown & Anchor Membership Number (if applicable), click **SAVE AND CONTINUE**



### (2) Select your 'Country of Birth,' 'Country of Citizenship,' 'Gender,' 'Marital Status,' 'Date of Birth' and choose your 'Country of Residence,' 'Residence Address' (for zip code, Hong Kong residences please enter N/A), 'Mobile Phone Number' (with country code), 'E-mail Address,' and 'Urgent Contact Method.' Click **SAVE AND CONTINUE**



- (3) Enter name and phone number of emergency contact. Fill in details of your personal identification document, eg passport number and expiration date. Click SAVE AND CONTINUE

Part 3 of 4.  
If you've already entered this information for another guest, just select that guest's name from the menu below.

**Emergency Contact Information** \* Required Information  
Someone not travelling with you.

Copy Information From:

First Name or Forename:

Last Name or Surname:

\* Daytime Phone Number:

E-mail Address:

**Identification Information** \* Required Information  
Please select the form of documentation the selected guest will be presenting as identification at the pier.

\* Document Type:  [What is a document type?](#)

\* Document Number:

\* Expiration Date:

[SAVE AND CONTINUE](#)

- (4) Choose your preferred arrival time and apply the arrival to other guest(s) in your reservation (if applicable)

**NEW** **Arrival Appointment Time** [Smart Check-in](#)

Choose a Smart Check-In time that works best for you. Consider any extra time you will need to accommodate travel arrangements made on the day of the sailing, including transit in taxis, airport shuttles, etc.

\*Select Arrival Time

☐ 11:00 AM - 11:30 AM

☐ 11:30 AM - 12:00 PM

☐ 12:00 PM - 12:30 PM

☐ 12:30 PM - 1:00 PM

☐ 1:00 PM - 1:30 PM

☐ 1:30 PM - 2:00 PM

☐ 2:00 PM - 2:30 PM

☐ 2:30 PM - 3:00 PM

Would you like to apply this arrival to other guest in your reservation?

☐ Chun Wah Liu

[Click here to apply this arrival time to guest from another reservation.](#)

[What does this mean?](#)

**Departure**

Copy Information From:

Travel Plan Type:

Please verify your ship's arrival time to ensure that you meet your departure travel plans.

- (5) Indicate your cruise history, and whether you wanted to receive Royal Caribbean news and promotions. Click SAVE AND CONTINUE

**Cruise History**

Is this your first cruise vacation? ☐ Yes ☒ No

If no, how many times have you cruised before?

Have you cruised with us before? ☐ Yes ☒ No

If yes, how many times?

**Royal Caribbean Promotions & Offer**

Enter your email address to receive Royal Caribbean promotions and news:

Royal Caribbean Email: ☒ E-mail me with news and promotions.

[SAVE AND CONTINUE](#)

Note: If there are more than one guest in a booking, the system will automatically display proforma (1) with the next guest's name.

Please continue with the check-in process.

### III. Indicate your payment method

(1) Select your preferred payment method for purchases onboard. If you would like to use your credit card, please enter the name of the card holder, card number, and expiration date

(2) Select your preferred currency, and whether you would like to authorize other guests to use the same credit card for purchases onboard

(3) Read and accept the Credit Card Terms.

Click SAVE AND CONTINUE



**Onboard Expense Information** \* Required Information

Full Name: Yuk Ping Chiu  
 Citizenship: HKG  
 Date of Birth: September 20, XXXX

I would like to pay for my Onboard Expenses with:

☒ Credit Card [Credit Card Hold Terms](#)  
☐ Cash  
☐ None - Guest will not have an expense account. [What Does This Mean?](#)  
[How can I pay for other guests in another reservation?](#)

Please enter your credit card information below:

\* Credit Card Holders Name: NEW  
 As it appears on the card for Yuk Ping Chiu

\* Credit Card Number:

\* Expiration Date:  
 The date your credit card expires.  
 Month: / Year: /

Currency Conversion Authorization  
 Is the currency of your card one of the following: AUD, CAD, CHF, DKK, EUR, HKD, JPY, MXP, NOK, SEK, GBP?  
☐ Yes  
☐ No

Would you like to add and pay for other guests in your reservation?  
**Guests in Reservation 3110210**  
 Select guests below to grant them authority to sign onto your Onboard Expense Account.  
☒ Select All  
☐ Tai Man Chan  
☐ Siu Ming Chan  
[Add and pay for guests in another reservation.](#)

**Please Read and Accept the Credit Card Terms:**

\* Credit Card Information is required in order to set up your onboard expense account. There will not be any charges or authorizations obtained on this card prior to sailing. The credit cardholder named above hereby authorizes the cruise line to charge the credit card account indicated for all charges made to the onboard charge account during the cruise and agrees to be personally liable for such charges or the guest named above stipulates that payment will be made by cash or traveler's check at the end of the cruise for all charges made to the charge account during the cruise. The credit card holder must be traveling on this sailing and listed on this reservation.

☒ I, Yuk Ping Chiu, would like to pay for the guests in the following reservation and grant them authority to sign on to this account. If I set up with a credit card, I also affirm that I have read and understand the credit card notice above.

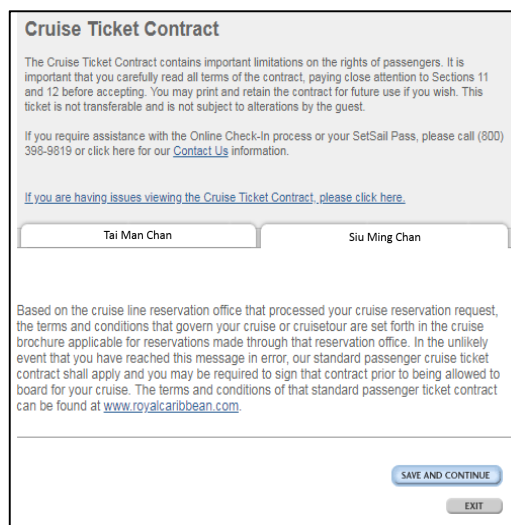
[Legal guardianship for minors?](#)  
[What do I need if I am traveling with a child that I am not the legal guardian of?](#)

[SAVE AND CONTINUE](#) [EXIT](#)

Note: If you wish to alter your payment method, please amend the details at least 72 hours before departure.

#### IV. Read and accept the booking terms and conditions

- (1) Please read and accept the Cruise Ticket Contract. Click SAVE AND CONTINUE



**Cruise Ticket Contract**

The Cruise Ticket Contract contains important limitations on the rights of passengers. It is important that you carefully read all terms of the contract, paying close attention to Sections 11 and 12 before accepting. You may print and retain the contract for future use if you wish. This ticket is not transferable and is not subject to alterations by the guest.

If you require assistance with the Online Check-In process or your SetSail Pass, please call (800) 398-9819 or click here for our [Contact Us](#) information.

[If you are having issues viewing the Cruise Ticket Contract, please click here.](#)

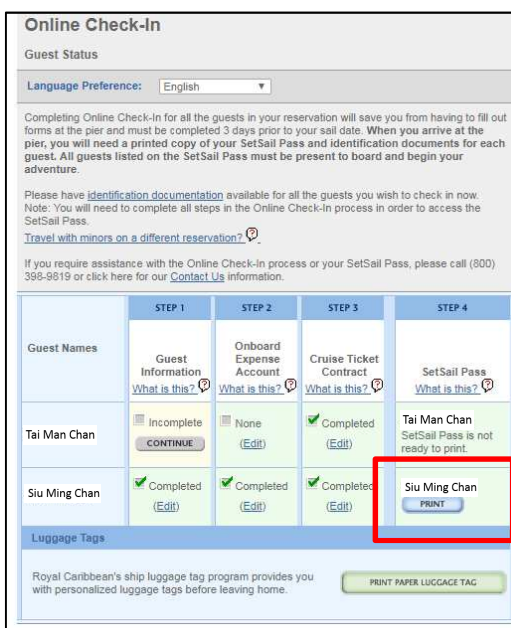
Tai Man Chan      Siu Ming Chan

Based on the cruise line reservation office that processed your cruise reservation request, the terms and conditions that govern your cruise or cruisetour are set forth in the cruise brochure applicable for reservations made through that reservation office. In the unlikely event that you have reached this message in error, our standard passenger cruise ticket contract shall apply and you may be required to sign that contract prior to being allowed to board for your cruise. The terms and conditions of that standard passenger ticket contract can be found at [www.royalcaribbean.com](http://www.royalcaribbean.com).

**SAVE AND CONTINUE**      **EXIT**

#### V. Print out your SetSail Pass

- (1) After completing step IV, you will see the PRINT button, click on it



**Online Check-In**

Guest Status

Language Preference: English

Completing Online Check-In for all the guests in your reservation will save you from having to fill out forms at the pier and must be completed 3 days prior to your sail date. When you arrive at the pier, you will need a printed copy of your SetSail Pass and identification documents for each guest. All guests listed on the SetSail Pass must be present to board and begin your adventure.

Please have [identification documentation](#) available for all the guests you wish to check in now. Note: You will need to complete all steps in the Online Check-In process in order to access the SetSail Pass.

[Travel with minors on a different reservation?](#)

If you require assistance with the Online Check-In process or your SetSail Pass, please call (800) 398-9819 or click here for our [Contact Us](#) information.

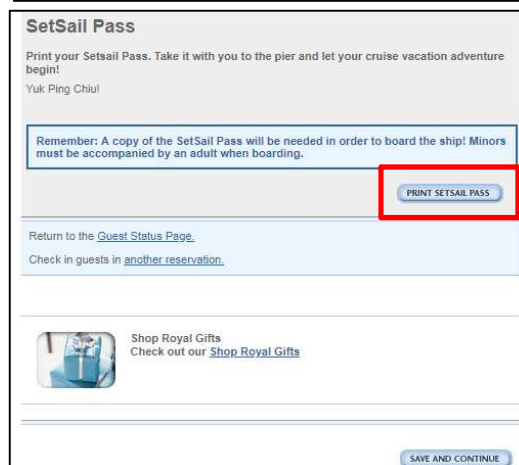
	STEP 1	STEP 2	STEP 3	STEP 4
Guest Names	Guest Information <a href="#">What is this?</a>	Onboard Expense Account <a href="#">What is this?</a>	Cruise Ticket Contract <a href="#">What is this?</a>	SetSail Pass <a href="#">What is this?</a>
Tai Man Chan	Incomplete <b>CONTINUE</b>	None <b>(Edit)</b>	Completed <b>(Edit)</b>	Tai Man Chan SetSail Pass is not ready to print.
Siu Ming Chan	Completed <b>(Edit)</b>	Completed <b>(Edit)</b>	Completed <b>(Edit)</b>	<b>Siu Ming Chan</b> <b>PRINT</b>

**Luggage Tags**

Royal Caribbean's ship luggage tag program provides you with personalized luggage tags before leaving home.

**PRINT PAPER LUGGAGE TAG**

- (2) Click PRINT SETSAIL PASS



**SetSail Pass**

Print your Setsail Pass. Take it with you to the pier and let your cruise vacation adventure begin!


Yuk Ping Chiu!

Remember: A copy of the SetSail Pass will be needed in order to board the ship! Minors must be accompanied by an adult when boarding.

**PRINT SETSAIL PASS**

[Return to the Guest Status Page.](#)

Check in guests in [another reservation](#).

 Shop Royal Gifts  
Check out our [Shop Royal Gifts](#)

**SAVE AND CONTINUE**




- (3) You will be shown the SetSail Pass, and the options to print it out or save it as a PDF file on mobile devices. Show it to the ground staff at the terminal



SetSail Pass

**PRIMARY PASS HOLDER:** Siu Ming Chan  
**Reservation Number:** 19999999  
**SHIP:** Voyager Of The Seas  
**DATE:** 05-Aug-2018 To 10-Aug-2018  
**CHECK-IN TIME RANGE:** 11:30 - 16:00


\*Due to government regulations, all guests are required to be at the pier and checked in no later than 90 minutes prior to the published sailing time. \*Some sailings may require an earlier check-in time. Please refer to your Guest Vacation Documents for specific information.

Hong Kong, China  
**DECK:** Deck 6  
**STATEROOM:** 6584



Royal Caribbean International's  
ONLINE CHECK-IN



5349649-1-1  
**SETSAIL PASS**

Siu Ming Chan

**CRUISE TICKET CONTRACT**  
Based on the cruise line booking office that processed your cruise booking request, the terms and conditions that govern your cruise or cruisetour are set forth in the cruise brochure applicable for bookings made through that booking office.

SIGNATURE  
X  
Siu Ming Chan

**ONBOARD EXPENSE ACCOUNT**  
Onboard Voyager Of The Seas, you will be using a cashless system for purchases and services. In order to activate your charge account, you will need to sign this form acknowledging use of the credit card as payment for the guests listed above.

Payment Type: Cash

SIGNATURE  
X  
Siu Ming Chan