

1 Click the **Quote or Book** button on the homepage of the Disney Travel Agents site.

**Tip:** Click the **closed on home** toggle link near the upper right corner to set the **Quote or Book** module to always display when you visit the Disney Travel Agents homepage. Clicking this link will toggle it to read **auto-open on home**.

2 Select a Disney destination from the first drop-down menu (e.g., "Walt Disney World Resort") and then click the corresponding radio button to select the desired product type for the destination. The radio buttons options will vary based on the selected Disney destination.

**Tip:** An asterisk (\*) indicates a required field. As selections are made, various fields may be displayed, removed, or become required.

3 Select the number of adults and children in the travel party from the corresponding drop-down menus. If children are included, additional drop-down menus will be displayed for selection of their ages at time of travel.



- 4 Select an offer and a product from the corresponding scroll boxes. For some offers, you may select the “Any” product option to broaden your search. For additional details about available offers, click the **Featured Offers** button in the menu at the left side of the screen.

**Tip:** Click the ⓘ (information) icon above the **Offer** box to view validity dates for the selected offer.

- 5 Complete the **Travel Dates** section to indicate the Client’s arrival and departure dates. Dates may be entered directly or selected from the popup calendars at the end of each field.

**Tip:** Valid dates for the selected offer will be shaded in blue in the popup calendars.

- 6 The **Hotel** drop-down menu allows for a search of all Resort hotels, a specific tier, or a specific property. If a particular Resort hotel is selected, you may also choose a specific room type.

**Tip:** The **Hotel** drop-down menu will only display properties that are eligible for booking with the selected offer and product. For additional details about available offers, click the **Featured Offers** button in the menu at the left side of the screen.

- 7 If a product other than “Room Only” is selected, Travelex Insurance Services must be accepted or declined by clicking the appropriate radio button.

**Tip:** If a specific offer, product, hotel, and room type have been selected and there is availability for the travel dates, clicking **Continue** may take you directly to the shopping cart to streamline the booking process.

- 8 **Memory Maker** can be included in the package by clicking the **Add Memory Marker** radio button. This digital imaging product allows Guests to capture their vacation memories with everyone in the picture at Disney *PhotoPass*® locations throughout *Walt Disney World*® Resort, including iconic locations, Character Greeting Experiences, select attractions, and select dining locations. Guests enjoy unlimited digital downloads of their Disney *PhotoPass*® photos through their *My Disney Experience* account.

- 9 For Clients arriving at Orlando International Airport and staying at an eligible Disney Resort, you may wish to include our complimentary *Disney’s Magical Express*® transfer and luggage delivery service between the airport and their Resort.

- 10 Click the **Continue** button to proceed.



! Show Travel Agent Info

WALT DISNEY WORLD

Places to Stay

Help

Cart

## 1 Explore Resort Hotels

Find the Resort hotel or campground that's just right for you.

List Map



All Parks & Resorts



Resorts

Search within Resorts

30 Resorts

Check In

12/04/2016

Check Out

12/10/2016

Adults (18+)

2

Children

2

Accessible Rooms

Find Resorts

Child 1

8

Child 2

10

Age at Time of Travel

Filter By

Price Range

Resort Location

Resort Category

Resort Characteristics

Sort by Disney's Picks

2



### Disney's Pop Century Resort

Wide World of Sports Resort Area

Transportation to Parks

Compare

Standard Package Rate

\$2,489<sup>72</sup> USD

Package Total

Rate Details

3

- 1 If a specific Resort was not chosen on the previous screen, or the selected property is unavailable, the **Explore Resort Hotels** page will be displayed. This page includes filters that can be used to help narrow the search.
  - 2 Click **Compare** to view up to four Resort hotels side-by-side, which you can show to your Client.
  - 3 Select a Resort hotel to proceed with the booking.
- ! **Tip:** Click the **Hide Travel Agent Info** toggle link near the upper left corner to hide your agency information and any commission amount. Click the **Show Travel Agent Info** toggle link to restore the agency information.

**Tip:** Prices shown do not include Travelex Insurance Services or *Memory Maker*, even if these products were selected on the **Quote** or **Book** screen. Pricing should only be quoted to the Client from the **Your Cart** screen.



- 1 If a specific room type was not chosen previously or the desired room type is unavailable, a room type must now be selected in order obtain a quote.
- 2 If there are special offers that match your Client's travel dates and Resort selection, they will be displayed on this page. Click the corresponding radio button to view an offer. If more than four offers are available, click the <> (right or left arrow) button to view additional offers. Click the corresponding **Offer Details** link to view more information about an offer.

**Tip:** Prices shown do not include Traveler Insurance Services or *Memory Maker*, even if these products were selected on the **Quote** or **Book** screen. Pricing should only be quoted to the Client from the **Your Cart** screen.

- 3 Click the **Select** button for the desired room type to proceed with the booking.



**1** Your Cart

Prices and availability are subject to change until deposit is paid.

**Standard Price** Edit ✕  
 December 4 – December 10, 2016 | 2 Adults, 2 Children (8, 10)

**Resort** Edit ✕ **2**  
 Disney's Pop Century Resort  
 Standard Pool View

**Theme Park Tickets** Edit ✕  
 7-Day Ticket with Admission to 1 Park Per Day

**Memory Maker** Add Memory Maker  
 Make your vacation unforgettable when you get in the picture with Memory Maker and enjoy unlimited downloads of PhotoPass, Character Dining and attraction photos.

**Dining Plan** Add Dining  
 Save on dining at over 100 Walt Disney World restaurants—including ones featuring Character Dining and Dinner Shows—when you add the Disney Dining Plan.

**Flight** Add Flight  
 A flight has not been selected.

**Ground Transportation** Add Ground  
 Enjoy complimentary motorcoach transportation between Orlando International Airport and your hotel with Disney's Magical Express service.

Offer Subtotal **\$ 2,354.70**

**Travel Insurance** Add Insurance  
 Give you and your family peace of mind with coverage for certain unexpected events.

Compare Vacation Offers **3**

**Order Subtotal** **\$2,354.70** ! 4  
Check Out

Empty Cart  
 Selecting "Empty Cart" will remove all items from your cart. Are you sure you want to start over?

Prices in USD.  
 View the [Terms and Conditions](#) of your order.

This cart is not a confirmation and does not represent a purchase.

**1** The **Your Cart** screen displays the components of the offer.

**2** Adjustments to the offer can be made by clicking the **Edit** link for the item to be changed. Alternatively, the corresponding **✕** button can be clicked remove an item. Also, a component not previously selected can be added by clicking the corresponding **Add** button.


**3** Click the **Compare Vacation Offers** button to display up to three offers side-by-side. By duplicating and then modifying the current offer, you can show your Client the price difference if they were to add, remove, or upgrade a dining plan, or change dates, Resort hotel, ticket options, or other components. (See page 6.)

**4** When you are satisfied with the offer, click the **Check Out** button.

**!** **Tip:** Click the **Hide Travel Agent** Info toggle link near the upper left corner to hide your agency information and any commission amount. Click the **Show Travel Agent Info** toggle link to restore the agency information.






HIDE TRAVEL AGENT INFO 

## Express Checkout

**1** Order Summary

**Resort Reservation**

 Disney's Pop Century Resort  
Sunday, December 4, 2016 - Saturday, December 10, 2016  
[View Offer Details](#)

---

**1 Guest Information and Requests** Why is this needed? \* required fields

**Guest 1 - Age 18+**  
Title\* First Name\* MI Last Name\* Suffix  
Mr. Robert Smith

All Guests have the same last name.


**Guest 2 - Age 18+**  
Title\* First Name\* MI Last Name\* Suffix  
Mrs. Sherry Smith

**Guest 3 - Age 10**  
Title\* First Name\* MI Last Name\* Suffix  
Mstr. Nolan Smith

**Guest 4 - Age 8**  
Title\* First Name\* MI Last Name\* Suffix  
Miss Nora Smith

Room Requests [Change](#)

**Price Summary**

Package Price	\$2,354.70
Total Order Price	\$2,354.70
<hr/>	
Deposit Due (Mar 24, 2016)	\$0.00
Due on November 4, 2016	\$2,354.70
Commission 	\$217.16

**2** Payment Information

Due Today: \$0.00

**Amount to Pay Today**

Deposit Due Today \$200.00

Full Amount (November 4, 2016) \$2,354.70

Other Amount (Greater than the deposit amount) \$

Hold for 3 days \$0.00

[View the Terms and Conditions of your order.](#)

**3** Contact Information

Please enter the email address you would like a copy of your Client's confirmation sent to. (Agent and Client confirmations will be sent)  
\*required field

Email\*  Confirm Email\*

I have read and agree to the [Terms and Conditions](#). \*

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[Cancel](#) **2** [Purchase](#)

**1** The **Express Checkout** screen is used to enter Guest names, payment information, and to view the agency email address. After checkout, separate versions of the confirmation will be emailed to the address you provide (one for you and one for your Client).

**2** When you have completed this page, click the **Purchase** button.

**!** **Tip:** Click the **Hide Travel Agent Info** toggle link near the upper left corner to hide your agency information and any commission amount. Click the **Show Travel Agent Info** toggle link to restore the agency information.

**Tip:** It may be possible to place the reservation on a courtesy hold, depending on the number of days remaining until arrival. If the deposit is not paid before the hold expires, the reservation will be canceled.



The screenshot shows the Disney Travel Agents website interface. At the top, there is a navigation bar with the Disney logo and the text 'Disney Travel Agents'. Below this, there are several menu items: 'QUOTE OR BOOK', 'RETRIEVE RESERVATION' (highlighted with a yellow circle '1'), 'FEATURED OFFERS', 'MY DISNEY TOOLS', 'TRAINING & BENEFITS', and 'RECENT UPDATES'. A modal window titled 'Retrieve Reservation' is open, displaying a list of resort options: 'Walt Disney World Resort' (highlighted with a yellow circle '2'), 'MyMagic+ Message Center', 'Disneyland Resort', 'Disney Cruise Line', 'Aulani Resort, Hawai'i', 'Hilton Head Island Resort', and 'Vero Beach Resort'. The modal window also includes a 'Close' button and a search bar. At the bottom of the page, there are sections for 'Disney Destinations', 'Agent Quick Links', and 'Disney Travel News', along with social media icons and a footer with legal notices.

1 To modify, cancel, or make payment on a *Walt Disney World*® Resort reservation, click the **Retrieve Reservation** button on the homepage of the Disney Travel Agents site.

2 On the **Retrieve Reservation** screen, click the **Walt Disney World Resort** button.



Annie Agent  
MM Travel Agency

123 Main Street, Anywhere, USA 12345  
818-555-5555 IATA: 12345678

[disneytravelagents.com](#)

[Hide Travel Agent Info](#)



[Places to Stay](#)

[Tickets](#)

[Help](#)

[Cart](#)

1

## Your Verification Information

Travel Agency ID: 12345678

Agency Name: MM Travel Agency

Address: 123 Main Street  
Anywhere, USA 12345

Telephone: 818-555-5555

If this is not you, please login again. If it is you, but the information is not correct, please call (800) 327-2996. Otherwise, you may retrieve an existing reservation now

2

## Existing Reservations

Already have an existing reservation? Enter your 8- or 12- digit confirmation number to view your reservation. For additional help, please call (800) 327-2996 and our reservation agents will be happy to assist you.

\*required field

Confirmation Number\*

8 or 12 digit confirmation number

Continue

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1

In the **Travel Agent Verification** section, verify that your travel agency ID and information are correct. You will be unable to retrieve a reservation that was booked under a different travel agency ID than what is shown.

2

In the **Existing Reservations** section, enter the number of the reservation to be retrieved in the **Confirmation Number** field and then click the **Continue** button.





2 Print

## 1 Reservation Details

Originally booked 04/15/2016  
Last modified 04/15/2016

Package Confirmation Number  
**8FMF9657**



### Disney's Pop Century Resort

**Sunday, December 4, 2016 - Saturday, December 10, 2016**

Length of Stay: 7 Days, 6 Nights

Room Type: Standard Pool View

Travel Party: Mr. Robert Smith, Mrs. Sherry Smith, Mstr. Nolan Smith (10), Miss Nora Smith (8)

Offer: Standard Price

Theme Park Tickets: 7-Day Ticket with Admission to 1 Park Per Day

Dining Plan: Not included

Memory Maker: Not included

Insurance: Not included

Flight: Not included

Ground Transportation: Not included

Additional Items: Not included

[Modify Reservation](#)  
[Cancel Reservation](#)  
[Retrieve Another Reservation](#)

3

4 See more details

## 5 Payment History

\$500.00 USD	Paid April 15, 2016
\$200.00 USD	Paid April 15, 2016

### Payment Summary

Total	\$2,354.70 USD
Previously Paid	\$700.00 USD
Balance Due	\$1,654.70 USD
Due on November 04, 2016	

[Make Payment](#)

6

1 The **Reservation Details** screen displays the details of the booking.

2 Click **Print** to send the reservation details to a printer or save as a PDF file.



3 Links are provided to **Modify Reservation**, **Cancel Reservation**, or **Retrieve Another Reservation**. If the reservation cannot be modified or cancelled online, the corresponding links will be disabled.

4 The **See more details** link will provide a more comprehensive view of the reservation.

5 The **Payment History** section is displayed when payment has been applied.

6 Click the **Make Payment** button to quickly and easily apply a payment.





Show Travel Agent Info  

### Reservation Details


View, change, cancel or make a payment on this reservation. Package Confirmation Number: **8FMF6783**


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**Vacation Offer**  **1**


 Standard Price Package  
Select 'Change' to search for other available offers


---

**Travel Dates** 


 Sunday, December 4, 2016 - Saturday, December 10, 2016


---

**Travel Party** 


 2 Adults, 2 Children (8, 10)  
Room 1  
Robert Smith  
Sherry Smith  
Nolan Smith (10)  
Nora Smith (8)


---

**Resort** 


 Disney's Pop Century Resort


---

**Room Type** 


 Standard Pool View


---

**Theme Park Tickets** 


 7-Day Ticket with Admission to 1 Park Per Day


---

**Dining Plan** 

 Add a Dining Plan  
Choose from several plans, including ones like the Disney Dining Plan that let you save on dining at over 100 Walt Disney World restaurants—some featuring Character Dining and Dinner Shows!

---

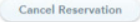
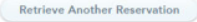

**Ground Transportation** 

 Add Disney's Magical Express  
Enjoy complimentary transportation between Orlando International Airport and your hotel.

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Prices in US Dollars (USD).

Reservation Details	
<b>Total</b>	\$2,354.70 USD
<b>Deposit Due</b>	\$200.00 USD Due on April 01, 2016
<b>Balance Due</b>	\$2,154.70 USD Due on November 04, 2016

**1** Click the corresponding **Change** link to modify the reservation, or click the corresponding **Add** button to add an item (some changes may require a phone call).

**Tip:** The **Change Your Reservation** screen displays the total cost of the reservation. It does not display amounts previously paid. For details regarding the deposit and amount due, click the **Make Payment** button.

**!** **Tip:** Click the **Hide Travel Agent Info** toggle link near the upper left corner to hide your agency information and any commission amount.

Click the **Show Travel Agent Info** toggle link to restore the agency information. Any applicable commission amount will also be displayed in the block near the bottom of the screen.



1 Disney's Animal Kingdom Lodge



4/20/2015 - 05/31/2015 2 Adults, 0 Children

Select Product: Any Filter by Attributes: Annual Passholder Florida Resident

2

Original Reservation: Standard Price Package  
 Poolholder: Spring Offer  
 Florida Resident: Spring Offer  
 Special Offer: Spring Room Offer

3

Standard Rooms

- Standard View**  
View of Backlog or Parking Area  
2 Queen Beds or 1 Queen Bed and 1 King Bed and 1 Day Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$3,740  
Package Total: \$3,740
- Pool View**  
View of Pool  
2 Queen Beds or 1 King Bed and 1 Day Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,122  
Package Total: \$4,122
- Pool View - Bunk Bed**  
View of Pool  
1 Queen Bed and 1 Bunk Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,260  
Package Total: \$4,260
- Savanna View**  
View of One of the Savannas  
2 Queen Beds or 1 King Bed and 1 Day Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,494  
Package Total: \$4,494
- Savanna View - Bunk Bed**  
View of One of the Savannas  
1 Queen Bed and 1 Bunk Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,656  
Package Total: \$4,656
- Arusha View**  
View of Arusha Savanna  
2 Queen Beds or 1 King Bed and 1 Day Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,696  
Package Total: \$4,696
- Arusha View - Bunk Bed**  
View of Arusha Savanna  
1 Queen Bed and 1 Bunk Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$4,975  
Package Total: \$4,975

Rooms and Suites with Club Level Services

- Standard Room - Club Level Access**  
View of Arusha Savanna  
2 Queen Beds or 1 Queen Bed and 1 Bunk Bed and 1 King Bed and 1 Day Bed  
Sleeps up to 4 Adults  
Standard Package Rate: \$5,025  
Package Total: \$5,025
- Standard View-1 BR Suite-Club Level Access**  
View of Backlog or Parking Area  
2 Queen Beds and 1 Queen Size Trundle Sofa  
Sleeps up to 4 Adults  
Standard Package Rate: \$7,729  
Package Total: \$7,729
- 1 Bedroom Suite - Club Level Access**  
View of One of the Savannas  
2 Queen Beds and 1 Queen Size Trundle Sofa  
Sleeps up to 4 Adults  
Standard Package Rate: \$8,249  
Package Total: \$8,249
- 2 Bedroom Suite - Club Level Access**  
View of One of the Savannas  
1 Queen Bed and 1 Bunk Bed and 1 King Bed and 1 Queen Size Trundle Sofa and 1 King Bed and 2 Queen Beds and 1 Queen Size Trundle Sofa  
Sleeps up to 6 Adults  
Standard Package Rate: \$12,562  
Package Total: \$12,562

People (and their pets) are only valid for the number of Queens, Kings or Bunk Beds and length of stay shown. They do not include other valid stay may change to those during your stay.

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Cancel \$4,122

- 1 This screen is displayed when the **Change** button for the **Vacation Offer** or **Room Type** item is clicked.
- 2 Click the **corresponding radio** button for the desired vacation offer.
- 3 Click the corresponding **radio button** for the desired room type.
- 4 Click the **Select** button to proceed with the changes, or click the **Cancel** button to abandon the changes and return to the **Change Your Reservation** screen.

**Tip:** Prices shown on this screen may not include all components of the offer. Only quote the new price to your Client from the **Your Cart** screen.



**1** Change Your Park Tickets

Disney's Animal Kingdom Lodge    3 Adults, 0 Child  
09/25/2015 - 09/31/2015    Standard Product

**2** **1** Select the Number of Days

Number of Days	Offer Total
<input type="radio"/> 1-Day Ticket with Water Park Fun & More Option	\$
<input type="radio"/> 1-Day Ticket: Magic Kingdom	\$4,014.88
<input type="radio"/> 1-Day Ticket: EPCOT or Disney's Animal Kingdom Park, or Disney's Hollywood Studios	\$4,004.22
<input type="radio"/> 2-Day Ticket	\$4,208.44
<input type="radio"/> 3-Day Ticket	\$4,387.62
<input type="radio"/> 4-Day Ticket	\$4,430.22
<input type="radio"/> 5-Day Ticket	\$4,451.52
<input type="radio"/> 6-Day Ticket	\$4,472.82
<input checked="" type="radio"/> 7-Day Ticket	\$4,494.12
<input type="radio"/> 8-Day Ticket	\$4,515.42
<input type="radio"/> 9-Day Ticket	\$4,536.72
<input type="radio"/> 10-Day Ticket	\$4,558.02

Current Selections  
7-Day Ticket  
2 x Ages 10+

Offer Total **\$4,494.12 USD**

**3** **2** Add Ticket Options

Add to your fun with one or both ticket options below. Buy them together for a great deal!

With the Park Hopper Option, you enjoy same-day access to all 4 of our theme parks- Magic Kingdom park, Epcot, Disney's Animal Kingdom park and Disney's Hollywood Studios.

The Water Park Fun & More Option gives you 7 visits to select Walt Disney World destinations.

<input checked="" type="radio"/> Base Ticket (one park per day)	
<input type="radio"/> Park Hopper Option	+\$127.80 (+\$63.90/ticket)
<input type="radio"/> Water Park Fun & More Option	+\$127.80 (+\$63.90/ticket)
<input type="radio"/> Park Hopper and Water Park Fun & More Options	+\$183.18 (+\$91.59/ticket)

Prices in US Dollars (USD)

1 Day Ticket: Magic Kingdom Park is valid for admission to Magic Kingdom park only.  
1-Day Ticket: Epcot or Disney's Hollywood Studios or Disney's Animal Kingdom Park is valid for admission to any one of these 3 parks only.  
Multi-day tickets (2- to 10-day tickets) are valid for admission to any one of the 4 theme parks per day.  
Tickets and any options purchased must be used within 14 days of first use.  
All tickets and options are non-transferable and exclude activities/events separately priced. Water Parks subject to rehabilitation, seasonal and weather closures.  
If you would like assistance with your reservation, call. \*Guests under age 18 must have parent or guardian permission to call.

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**4** Cancel    Select

**1** The **Change Your Park Tickets** screen is displayed when the **Change** button for the **Theme Park Tickets** item is.

**2** Click the **corresponding radio** button to select a ticket length.

**3** Click the **corresponding radio** button to select a Base Ticket or add options.

**4** Click the **Select** button to proceed with the changes, or click the **Cancel** button to abandon the changes and return to the **Change Your Reservation** screen.

**Tip:** Prices shown on this screen may not include all components of the offer. Only quote the new price to your Client from the **Your Cart** screen.



Annie Agent  
MM Travel Agency  
122 Main Street, Anywhere, USA 12345  
818-555-5555 | AATA: 12345678  
disneytravelagents.com

Hide Travel Agent Info

Walt Disney World Places to Stay Tickets Help Cart

### Change Your Reservation

Package Confirmation Number: 8YR27540

Your changes will be confirmed once you go through checkout.

**Vacation Offer**

Your Original Reservation: Standard Price Package

Your Requested Change: Special Offer: Spring Room Offer  
Offer Details **Change** 1

**Travel Dates** 2

Monday, May 25, 2015 - Sunday, May 31, 2015 **Change**

**Travel Party**

2 Adults  
Andy Guest  
Amy Guest **Change**

**Resort**

Disney's Animal Kingdom Lodge **Change**

**Room Type**

Savanna View **Change**

**Theme Park Tickets**

7-Day Ticket (Includes 7th Day FREE) **Change**

**Dining Plan**

Disney Dining Plan **Change**

**Ground Transportation**

Add Disney's Magical Express  
Enjoy complimentary transportation between Orlando International Airport and your hotel. **Add**

Prices in US Dollars (USD)	Original Reservation	Requested Reservation
	Total \$4,494.12 USD	Total \$3,858.10 USD

Total price detail will be shown on the next page.  
Commission amount will be shown on your confirmation.

Cancel Reservation Undo Changes **Check Out** 4 Retrieve Another Reservation Make Payment

- 1 Items that have been modified are displayed to the right of the original selection, on a shaded background.
- 2 To make additional changes, click the corresponding **Change** link or **Add** button (some changes may require a phone call).
- 3 The updated total cost of the vacation offer is displayed on a shaded background.
- 4 To confirm all changes, click the **Check Out** button. Other buttons along the bottom of the screen allow you to cancel the reservation, undo changes you have made, retrieve a different reservation, or apply payment to the reservation.