Target Audience

- Employees of Owners and Franchisees: Full-time, part-time, or pool status active employees of franchised Marriott properties, and owners and franchisees of Marriott properties
- Employees working at the owner's or franchisee's corporate office:
 - o Must be employed in the *lodging business* of the Owner or Franchisee.
 - o Must be primarily engaged in the Owner's and Franchisee's business of owning and/or operating *Marriott-branded* hotels.

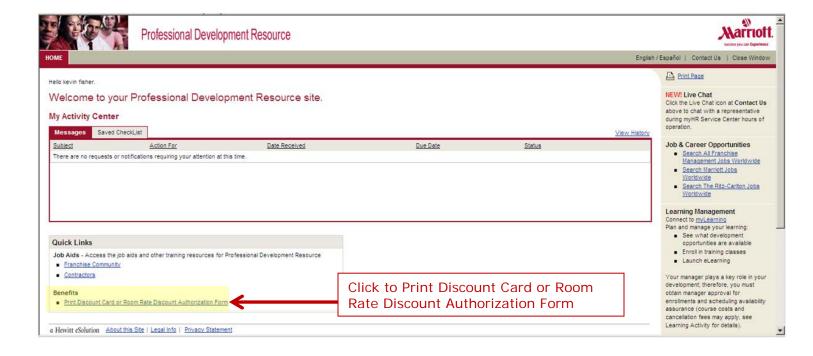
Overview

This document provides instructions on how to print or save an Associate Discount Card or Room Rate Discount Authorization Form (Friends & Family Form) in myPDR.

Procedure

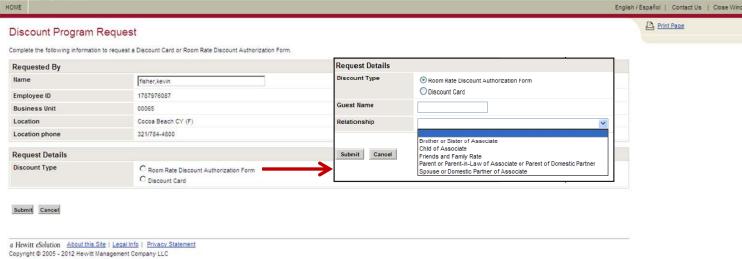
To access your Associate Discount Card or Friends & Family Form via myPDR:

- 1. Login to myPDR at www.4myPDR.com using your Enterprise ID (EID) and password.
- 2. From the Quick Links menu, click the **Print Discount Card or Room Rate Discount Authorization Form** link.



- 3. In the Request Details section, select either *Room Rate Discount Authorization Form* or *Discount Card*.
- 4. If selecting a *Room Rate Discount Authorization Form*, enter the guest name and select your relationship to the guest from the drop-down box.
- 5. Click submit.





- 6. After reading the Terms and Conditions, click I Agree.
- 7. The Associate Discount Card or Room Rate Discount Authorization Form may be printed or saved. Click *Open* to print or *Save* to store the document.

Resources

- 2012 Policy-at-a-Glance (PDF)
- Questions? Email <u>Owner & Franchise Services</u>.