

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:
 - Must be employed in the *lodging business* of the Owner or Franchisee.
 - 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.

The screenshot displays the Marriott Professional Development Resource (PDR) website. The header includes the Marriott logo and navigation links for English / Español, Contact Us, and Close Window. The main content area shows a 'My Activity Center' with a 'Messages' tab and a 'Saved CheckList' tab. Below the messages, there is a 'Quick Links' section with a 'Benefits' subsection. A red arrow points to the link 'Print Discount Card or Room Rate Discount Authorization Form' in the Benefits section. A red box with text 'Click to Print Discount Card or Room Rate Discount Authorization Form' is overlaid on the arrow.

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.



Discount Program Request

[Print Page](#)

Complete the following information to request a Discount Card or Room Rate Discount Authorization Form.

Requested By		Request Details	
Name	<input type="text" value="fisher,kevin"/>	Discount Type	<input checked="" type="radio"/> Room Rate Discount Authorization Form <input type="radio"/> Discount Card
Employee ID	1787976087	Guest Name	<input type="text"/>
Business Unit	00065	Relationship	<div><div>▼</div><div>Brother or Sister of Associate Child of Associate Friends and Family Rate Parent or Parent-in-Law of Associate or Parent of Domestic Partner Spouse or Domestic Partner of Associate</div></div>
Location	Cocoa Beach CY (F)		
Location phone	321/784-4800		
Request Details		<div>Submit Cancel</div>	
Discount Type	<div><input type="radio"/> Room Rate Discount Authorization Form <input type="radio"/> Discount Card</div>		
<div>Submit Cancel</div>			

- After reading the Terms and Conditions, click *I Agree*.
- 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 [Owner & Franchise Services](#).