

## Electronic Registration Card FAQ

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### What is an Electronic Registration Card in OPERA Cloud?

eSign Registration Cards are available for check-in on a tablet device or second monitor; allowing guests to initial and sign a digital registration card. The registration card is then stored electronically in OPERA Cloud.

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### Is there a cost to use this feature in OPERA Cloud?

There is no additional costs to use this feature. This is included as part of your OPERA Cloud subscription.

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### Will the OPERA Cloud Electronic Registration Card work with my credit card terminals?

No, the electronic registration card is not integrated with your Elavon Credit Card Terminals and cannot be displayed on these devices.

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### Do I need any additional devices needed?

Yes, you will need a second touch screen monitor or tablet connected to your main PC to display the registration card for the guest to initial and sign.

The Wyndham recommended tablet can be ordered through SHI via [this link](#). Hotels will need to create an SHI account to complete the order. Review the steps outlined in [this video](#) to setup an SHI account. When setting up an SHI account, enter **Token 14107** and **Access Key Wyndham** when registering a new account.

**Note:** You are not required to order these devices from Wyndham's preferred vendor SHI. You may purchase a tablet or touch screen monitor of your choice.

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### How does it work within OPERA Cloud?

Either at time of check-in or from the Arrivals screen, front desk users must navigate to the "I Want To" menu and click on Create Electronic Registration Card. This will display the registration card on the monitor or tablet for the guest to initial and sign. Once complete the front desk user can save the registration card. For more information, refer to this [Job Aid](#) on how to use and manage.

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### Can I modify the electronic registration card?

Yes, a user with the Hotel Administrator role has permissions to modify the local text section of the Electronic Registration Card. For more information, refer to this [Job Aid](#) on how to use and manage.

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