

How do I update my client account in the .GRM CLOUD?

- Instructions for accommodation providers -

Name	Date	Signature
Responsible for documentation	2023-07-19	Matthias Liedtke
Delivering committed	2023-07-19	Martin Schaarschmidt
Update requested		
Update published and committed		

Foreword

The client's account setup is initially created by registering the accommodation provider for the .GRM-CLOUD in several stages:

- **Client account of the accommodation provider** - All the information necessary for issuing the digital guest card is stored here.
- **User account of the owner of a client account** - The personal details of the user profile as well as the login and your password are stored here.

These two elements are created in an automated process from the information provided in the registration form.

From the moment of completed registration, these elements are independent of each other and may need to be updated and corrected separately.

We ask you to take this into account when using the following FAQ article.

Updates in the client account

Please note:

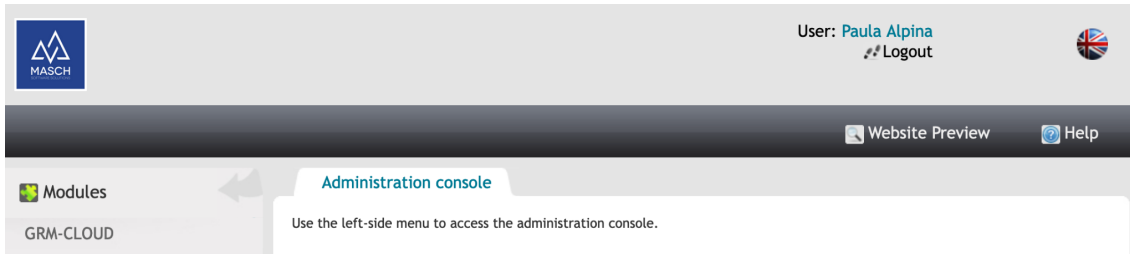
Content changes to your user profile such as a misspelled name must also be updated in the client account, as noted in the foreword.

Client account and user profile although they are logically connected to each other, they are two elements in the .GRM-CLOUD that need to be maintained separately.

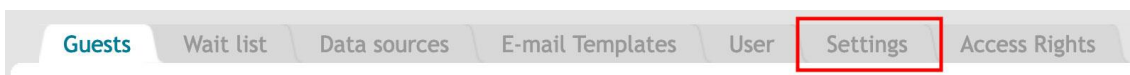
In order to make the necessary updates/corrections, please log in to your client's extranet using the following link:

<https://MEINLAND.guest-registration.com/admin/>

The following or a similar screen opens:



Please click with the mouse on the module in the module bar on the left "**GRM-CLOUD**". After opening your CLOUD account, please click on the tab "**Settings**":



If you scroll down within the "**Settings**" section with the mouse, you will see the client setup from the information you have given during the registration:

Some of the information is grayed out and can only be updated or corrected by support, as this information is system-relevant entries.

However, you can make changes to data such as telephone number, email signature, etc. at any time.

If you are not sure what impact your change requests may have, please contact support.

Name:	<input type="text" value="Musterhotel"/>
Municipality:	<input type="text" value=""/>
Tourist taxes classification:	<input type="text" value="2000. Kurtaxen Hotellerie"/>
E-mail:	<input type="text" value=" @guest-registration.com"/>
Contact Email:	<input type="text" value="info@musterhotel.com"/>
Address:	<input type="text" value="Musterweg 3"/>
ZIP code:	<input type="text" value="12345"/>
City:	<input type="text" value="Musterstadt"/>