

How to enter your RIU Loyalty number in AOL 4.0

1. Access your Apple Vacations booking via abe.applevacations.com
2. Scroll down to the bottom of the page, click on **Change Booking**
3. Go to the passenger detail section, click the “Edit Passenger” (Located on the lower right corner)

Passenger Details

★ General ★ Secure Flight Info Emergency Contact Requests Seats & Rewards

#	Status	Title*	First Name*	Middle	Last Name*	Type	Age	Parent ID	Mobile #	E-mail*
1		MR	BOB		SMITH	ADULT	0	0	800-727-3460	tasupport@applevac.com
2		MR	ROBERT		SMITH	ADULT	0	0		

★ Required Information [Delete Passenger](#) [Add Passenger](#) [Edit Passenger](#) [Next](#)

4. Another box will appear, Click on the tap called “Requests”

Edit Passenger Details

Passenger Details

★ General ★ Secure Flight Info Emergency Contact **Requests** Seats & Rewards

#	First Name*	Midd	Last Name*	Air Request	Transfer Request	Hotel Request
1	BOB		SMITH			
2	ROBERT		SMITH			

← Previous Next →

Save Cancel

Click here

5. Click under Hotel Request a drop down will appear. Scroll down to “Loyalty” select it, then click next to the word Loyalty and type “=” then enter your RIU loyalty number and type “=” again (ex: Loyalty=**123456**=). The equal signs are needed so your RIU Loyalty number can be identified when reported to the hotel.

Edit Passenger Details

Passenger Details

★ General ★ Secure Flight Info Emergency Contact Requests Seats & Rewards

#	First Name*	Midd	Last Name*	Air Request	Transfer Request	Hotel Request
1	BOB		SMITH			Loyalty=123456=
2	ROBERT		SMITH			

Balcony
Crib
Rollaway
Traveling With
Loyalty

Save Cancel

6. Click “Save”
7. Click “Continue booking” on the next 3 pages that appear
8. Then click “Save all changes”