



What you can do on MyAppleOnline.com?

1. Build and Complete a Reservation
2. Retrieve a Reservation Number that has been build either by reservation number or by Passengers Name
3. Save an Itinerary – Please note you must book to lock inventory & pricing
4. Retrieve an Itinerary
5. Email an Itinerary or resend an Itinerary
6. Use the a Sales Tool: 1 email which can include 6 hotel options, 3 rental car options, and 6 feature options for client to explore
7. Build a Multi-Destination Tool to do the follow:
 - a. Multi-Stop package
 - b. Pre-Post Cruise Booking
 - c. Open Jaws Booking (Ex: Depart ORD, travel to CUN, fly back to JFK)
8. Request a Refund
9. Send a Payment Request Link to Client
10. Re-Issue Travel Docs
11. View individual booking commission amount via the Booking Administration Tool
12. Itinerary Tools Functions:
 - a. Add Payment using multiple credit card options
 - b. Send Special Service Request to hotels (if available after booking)
 - c. Send Special Service Requests to Amstar DMC
 - d. Add TSA information
 - e. Apply a Group-Ease® promo code
 - f. Change Seat Assignments
 - g. Change Components Features:
 - i. Add rental car, transfers, excursions, travel protection
 - ii. Remove rental car, transfers, excursions
 - iii. Use Set Your Own Commission Tool (Booking Admin)
 - iv. Upgrade Hotel
 - h. Copy Reservation
 - i. View Accounting and Reservation history
 - j. Request to cancel a Reservation



The following modifications require a reservations specialist. Call Apple Vacations Reservations at 1-800-365-2775 to assist.

1. Change Airfare which has been ticketed in the following ways:
 - a. Scheduled Air Name Changes
 - b. Change Flight
2. Add a Passenger to the Reservation
3. Complete a Multi-Origin Booking (Passengers leaving from different origins but staying in the same hotel in destination)
4. Request/Confirm a Not Available or On-Request Room Category
5. Complete a Price Match: Contact Price Match at applematch@applevac.com
6. Send a sales email with more than 1 flight option