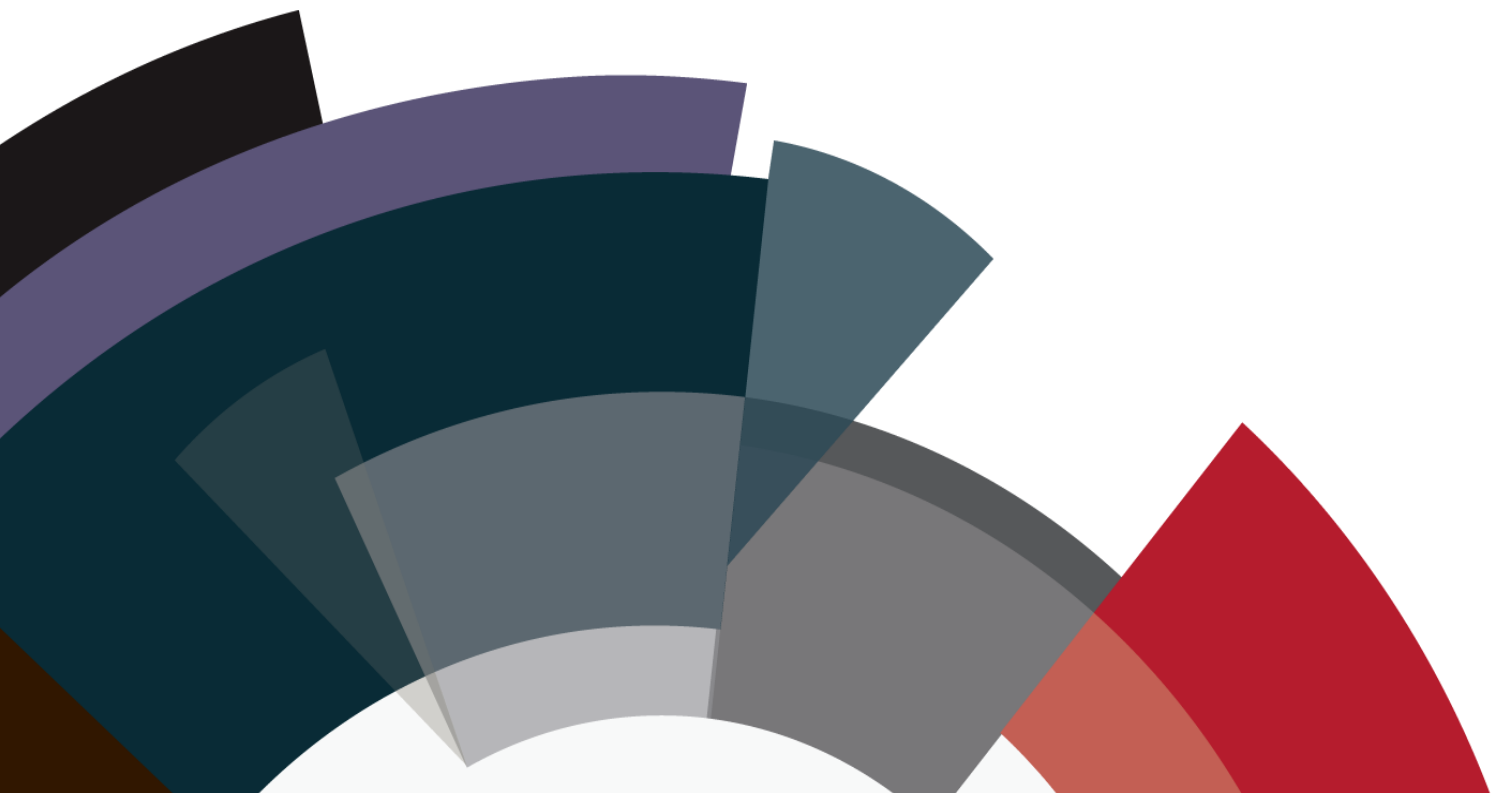




Connecting with the
Nor1 eStandby[®] System

eStandby Reconciliation Instructions



You have the ability to access your monthly activity report online. Simply login to your Nor1 eStandby [Upsell Action Center](#), and select the tab labeled “Invoice Details” in the “Reports” dropdown menu. You’ll be able to view every transaction included on your invoice. You can easily print this information to attach to your invoice if desired.

Here is an example page from the Upsell Action center:

The screenshot shows the Nor1 Upsell Manager interface. At the top, there is a navigation bar with the Nor1 logo and 'Upsell Manager' text. Below this, there is a property selection dropdown set to 'PARC 55 WYNDHAM San Francisco-Union Square'. A secondary navigation bar contains tabs for 'Upsell Action Center', 'Rate Calendar', 'PRIME Controls', 'Dashboard', and 'Reports'. The 'Reports' dropdown menu is open, showing options for 'Invoice Details', 'Front Desk Operations', and 'Statistics'. The 'Invoice Details' option is highlighted with a red circle and an arrow. Below the navigation, there are month selection tabs from JAN to DEC, with 'DEC' selected. The main content area is titled 'Transaction Detail' and includes a 'Print Transaction Details' button. A table displays transaction data for 'PARC 55 WYNDHAM San Francisco-Union Square Awards - Guests Staying in December 2014'. The table has columns for Reservation Number, Guest Last Name, Loyalty Status, Description, Arrival Date, Departure Date, Nights of Stay, Unit Price, Billing Unit, Total Stay, and This Billing Month.

Reservation Number	Guest Last Name	Loyalty Status	Description	Arrival Date (M/D/Y)	Departure Date (M/D/Y)	Nights of Stay	Unit Price	Billing Unit	Total Stay	This Billing Month
			Make it a Premier Room	12/01/2014	12/05/2014	4	\$35.00	night	4 @ \$35.00 = \$140.00	4 @ \$35.00 = \$140.00
			Make it a Premier Room	12/02/2014	12/04/2014	2	\$37.00	night	2 @ \$37.00 = \$74.00	2 @ \$37.00 = \$74.00
			Make it a Premier Room	12/04/2014	12/05/2014	1	\$36.00	night	1 @ \$36.00 = \$36.00	1 @ \$36.00 = \$36.00

With this capability, you can review transactions on a daily basis and make any necessary corrections in the Upsell Action Center prior to our month end invoice production, resulting in a much easier invoice review and payment process.

Please keep in mind that all such corrections must be made by you in the Upsell Action Center by the end of the last day of the current month, and any such adjustments are subject to audit.

If you don't have a login to the Nor1 eStandby Upsell Action Center have your property's point person contact Nor1 at support@nor1.com to request your additional logins or connect with you Nor1 Champion on property level. Make sure to provide in your request the new user's name, title, phone number and email address. We will create the login and send the information via email to the new user.

The mailing addresses for payments are:

Nor1 Inc.
Attn: Accounts Receivable
440 N. Wolfe Road, MS 012
Sunnyvale, CA 94085

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