

From: <[REDACTED]>
To: "[REDACTED]" <[REDACTED]>
Subject: eCredit Card Authorization Invitation - Boyd, Brian April 15 & 16 - Sheraton Commander Hotel
Date: Tue, 15 May 2012 20:23:51 +0000

Dear Guest

Credit card security is very important to Starwood. Accordingly, we have developed a secure website that you may use to transmit payment information (including credit card authorization forms and other documents that contain credit card information) in a more secure manner to our hotels.

How to submit Credit Card Authorization information:

1. Access the secure website.

a. To access the secure website, please click on the URL below to submit the payment information.

<https://www.starwoodmeeting.com/ResConWeb/cca>

b. Your login is the email address to which you have received this email ([REDACTED]), and your password is KPMCL-7D

c. You must complete the submission by midnight (GMT) on **May 25, 2012**.

d. This form is one time only and you are unable to modify after submission. For security reasons, you must complete your work and click submit within 15 minutes or you will be logged out. For your protection, this password will expire after first entry to the site.

2. Once you have accessed the website, fill in the form.

a. **This form can be used for to arrange payment / deposits for you or your guest(s).**

- For guest rooms (up to 15 profiles), indicate the charges and complete the credit card information. At least one submission is required for Guest Room Only Information. Additional guests can be submitted by clicking on the "ADD" button.

b. If you need a copy of this form for your records, please click on the web browser's print option before clicking submit.

c. The system will confirm that your information has been successfully submitted.

If you have any questions, please contact your Starwood Representative.

**** Please do not reply to this email ****

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