

**REAL NATURE, REAL FUN**

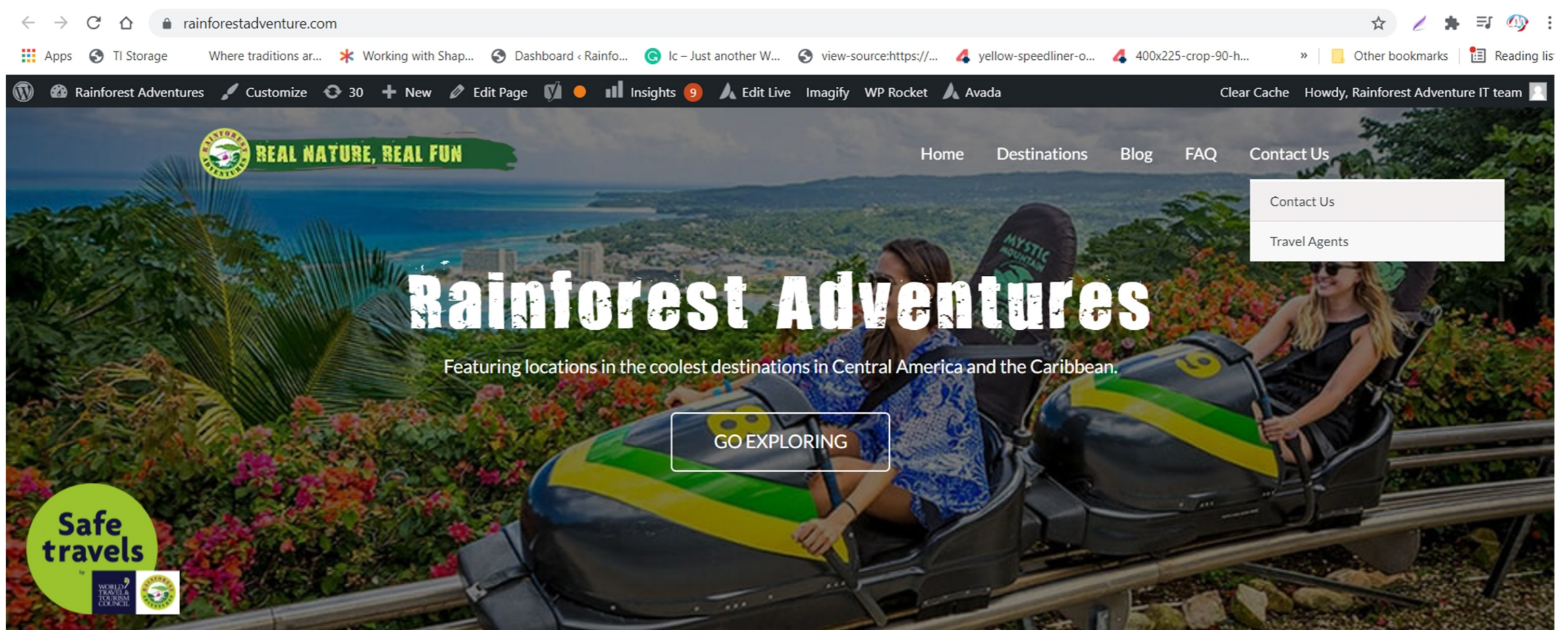
# **AGENT PLATFORM GUIDELINE**



# How to Register?

1) Go to <https://rainforestadventure.com>

2) Go to the **Travel Agents** menu under the **Contact Us** menu. Please see the screenshot.



3) You need to fill the form with all the necessary details. You need to select one or more park you wish to apply for.

Company Name

Contact Person

Email

Phone

IATA

Country

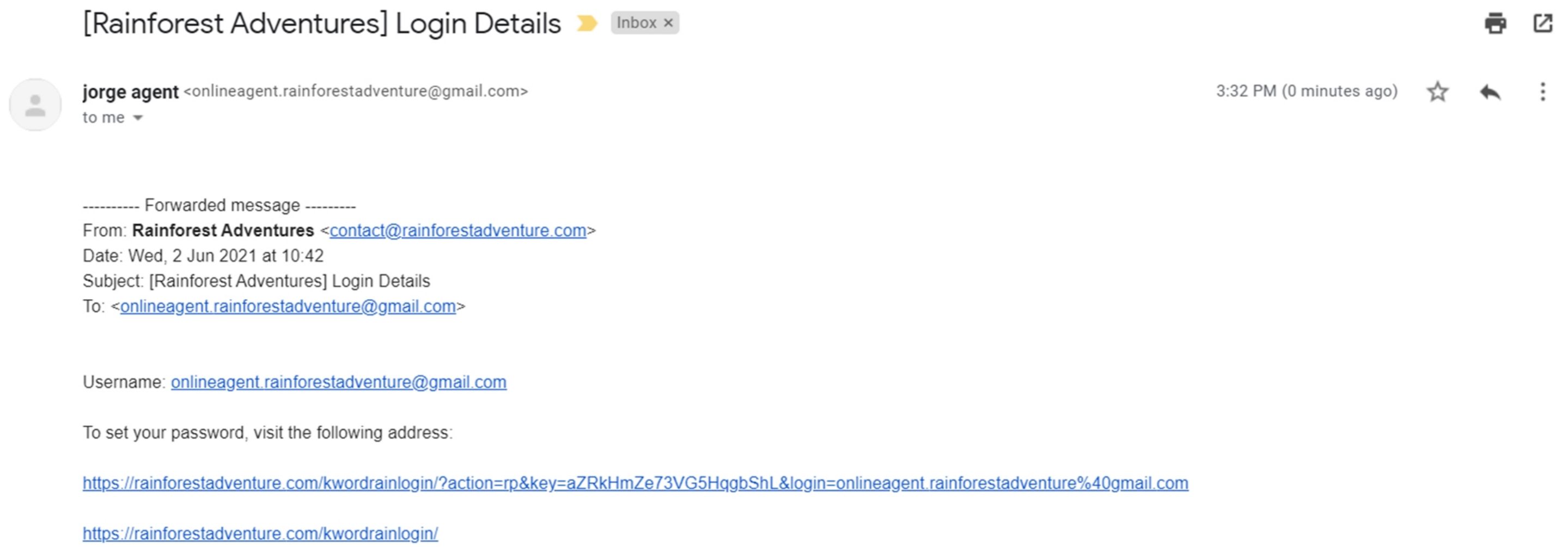
Select Park  
Jamaica

4) click on **Send Button**

5) After submitting a form, Rainforest Adventure team will review your application and will get back to you.

# What will they receive ?

After reviewing the application, you will register with the rainforest team and you will receive an email with login details to the site. Please see the screenshot.



- 1) You can reset the password by using the link in email. Once you reset password, you can login to the website.
- 2) Go to <https://rainforestadventure.com> and click on the “Agent Login” menu link in top right corner.
- 3) Login with your username and password.

**Username or Email Address**

Your Username

**Password**

●●●●●●●●●●

Remember Me

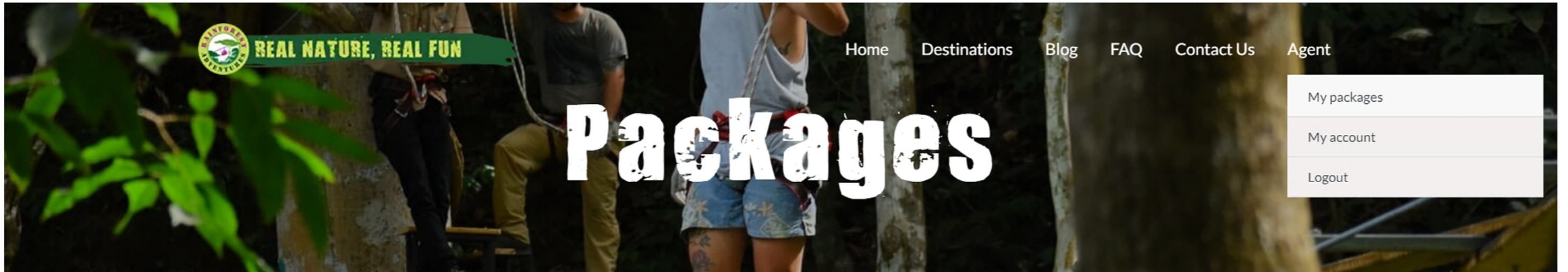
**LOG IN**

[Lost your password?](#)

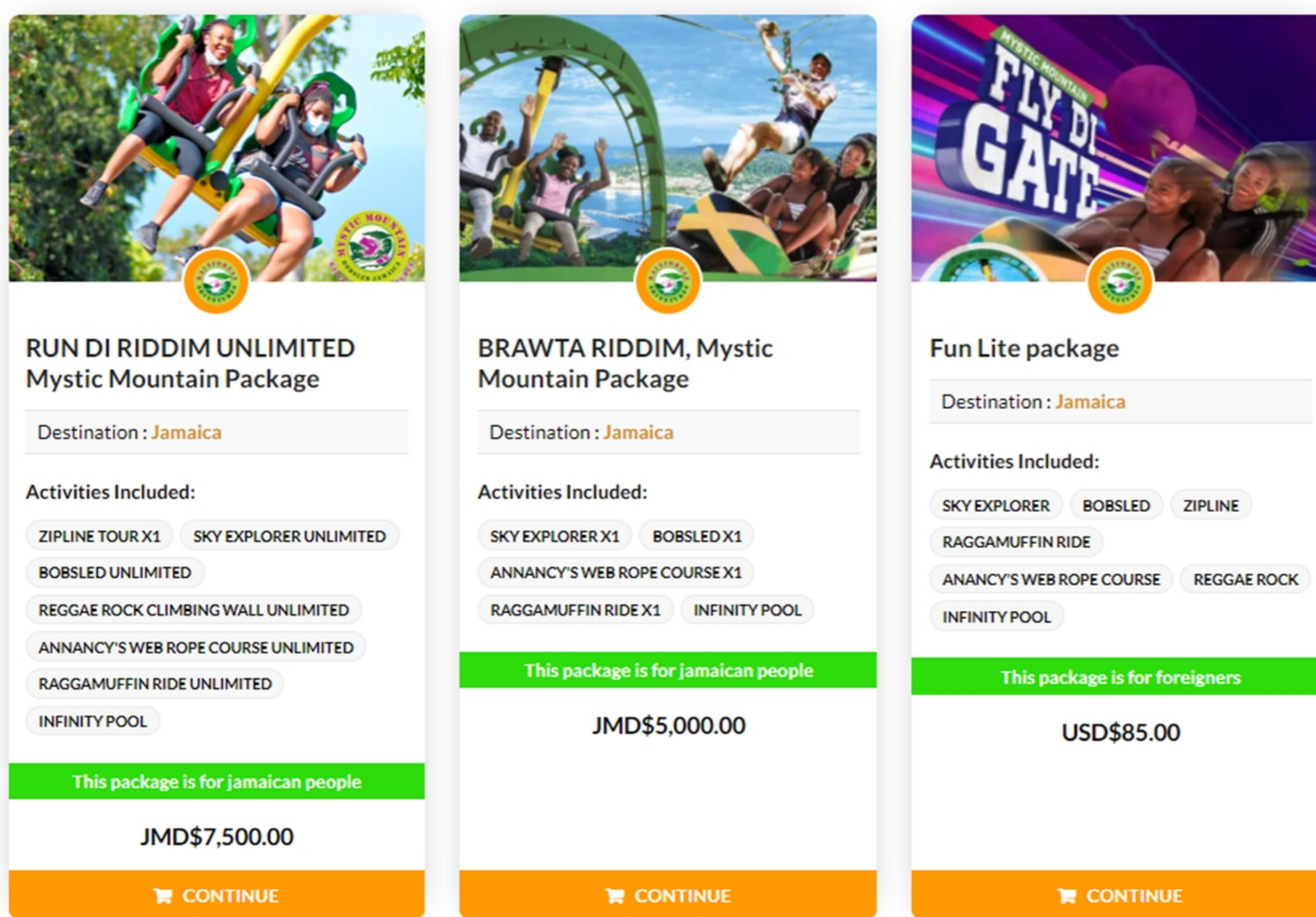
# How to book a reservation ?

**Note: You need to login to book a reservation.**

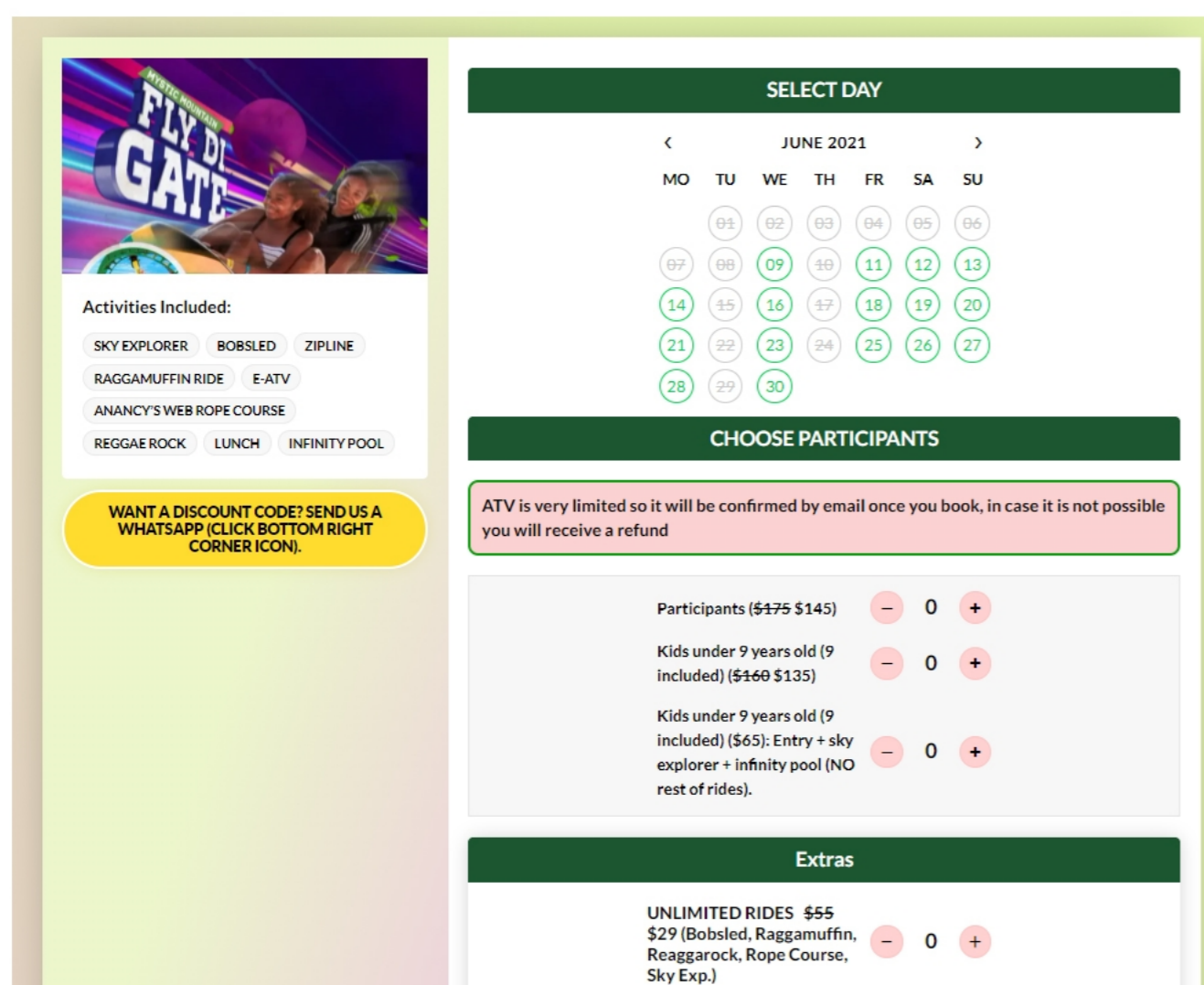
1) After you login click on “My packages”. Please check the screenshot below.



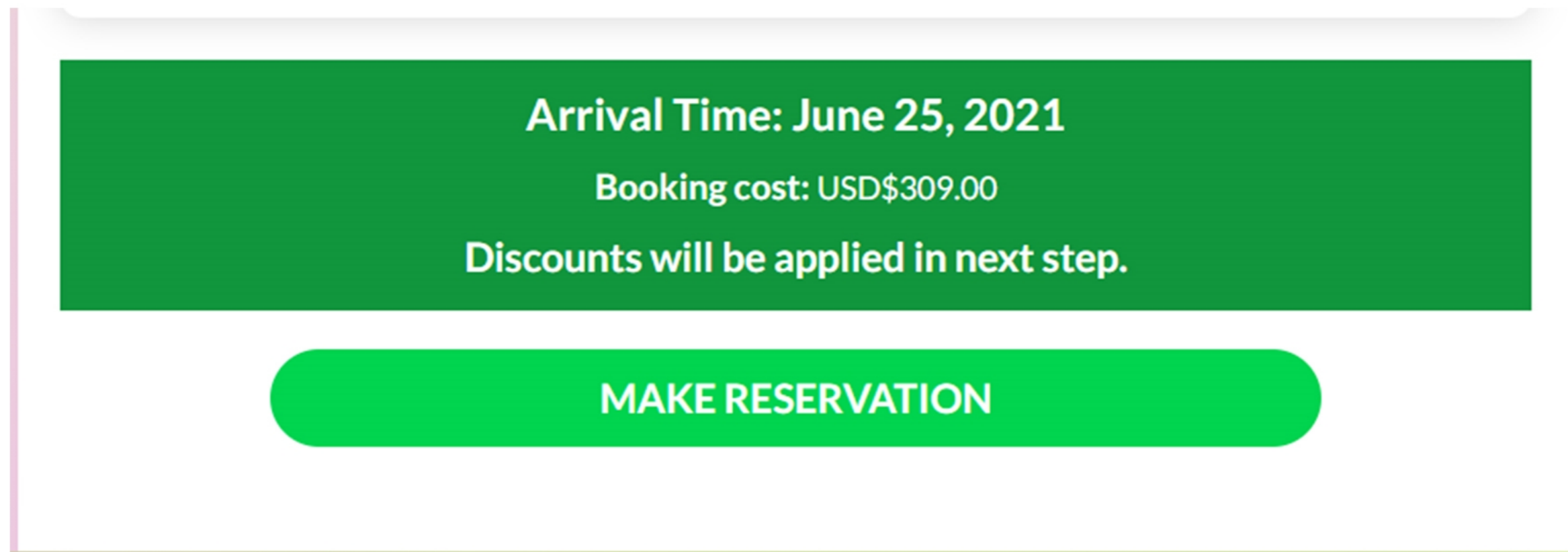
2) Select the package you want to book. Click on the continue button.



3) You need to select the date, choose participants and other information as required.



4) You will see the arrival time, cost here. You need to click on the **Make Reservation button**. It will redirect you to the checkout page. Your commission will be calculated on checkout page.



5) **Checkout page**, Enter your customer details in **personal information**.

Coupon Code

**Personal Information**

Full Name.\*

Country / Region.\*

Postal Code (optional)

Email address.\*

Phone Number.\*

**Your Booking**

Package	Subtotal
6 in 1 Tour × 1	
Booked: June 19, 2021 Adult: 1	
Printed picture <del>\$12.00</del> \$6.00: 1	USD\$103.00
Pick up point: Hotel Aurora at 7:15am - Arrival back: Hotel Aurora at ≈17:30: yes	
Subtotal	USD\$103.00
Discount for Pay with card	-USD\$1.00

6) On the **checkout page**, you will see your commission code is applied. For example, if your booking amount is **\$7500(jmd)** and your commission is **10%**, then you will see a **\$6750(jmd)** amount to pay. **\$750(jmd)** is your commission.

Your Booking	
Package	Subtotal
RUN DI RIDDIM UNLIMITED Mystic Mountain Package × 1	
	JMD\$7,500.00
Booked: June 23, 2021 Adult: 1	
Subtotal	JMD\$7,500.00
Discount [10%]:AGED10U10JA	-JMD\$750.00
Total	JMD\$6,750.00

7) Proceed with payment.

# Emails

You will receive the booking details showing commission.

Thank you for your reservation

HI JORGE TEST,  
We have finished processing your order.  
Pay at park  
**[Order #RFAJM\_RDI-3216] (June 8, 2021)**

Product	Quantity	Price
RUN DI RIDDIM UNLIMITED Mystic Mountain Package Adult: 1 Entry time: June 25, 2021	-	JMD\$7,500.00

Customer will receive email without commission, customer will see full amount.

Pay at park  
**[Order #RFAJM\_RDI-3216] (June 8, 2021)**

Product	Quantity	Price
RUN DI RIDDIM UNLIMITED Mystic Mountain Package Adult: 1 Entry time: June 25, 2021	-	JMD\$7,500.00
<b>Subtotal:</b>		JMD\$7,500.00
<b>Payment method:</b>		Pay at park
<b>Total:</b>		JMD\$7,500.00

**Personal Information**

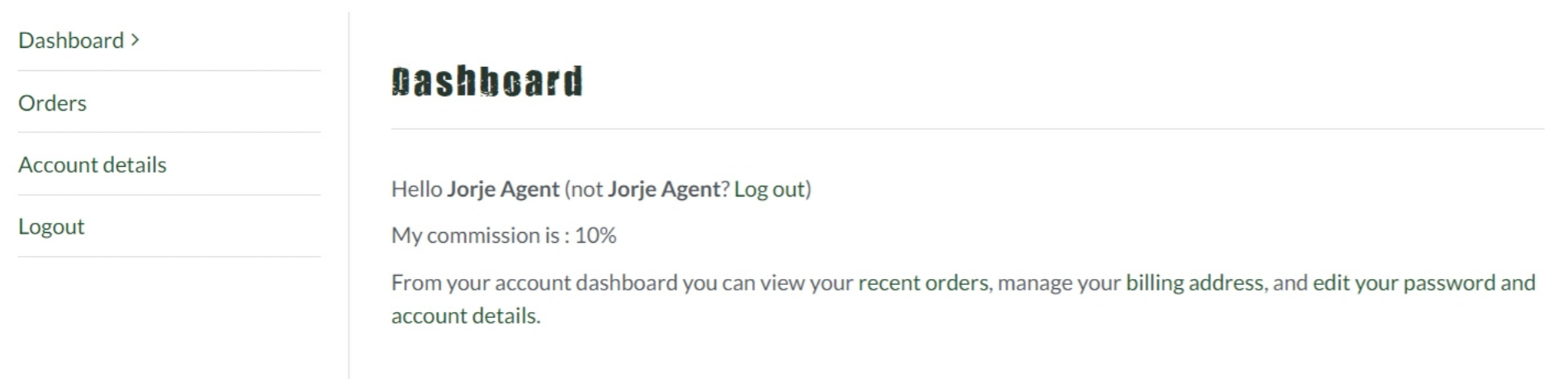
# Your Commission

When you are on the checkout page, you will see commission is calculated and deducted from the original price.

Your Booking	
Package	Subtotal
RUN DI RIDDIM UNLIMITED Mystic Mountain Package × 1	JMD\$7,500.00
Booked: June 16, 2021 Adult: 1	
Subtotal	JMD\$7,500.00
Discount [10%]:AGED10U10JA	-JMD\$750.00
Total	JMD\$6,750.00

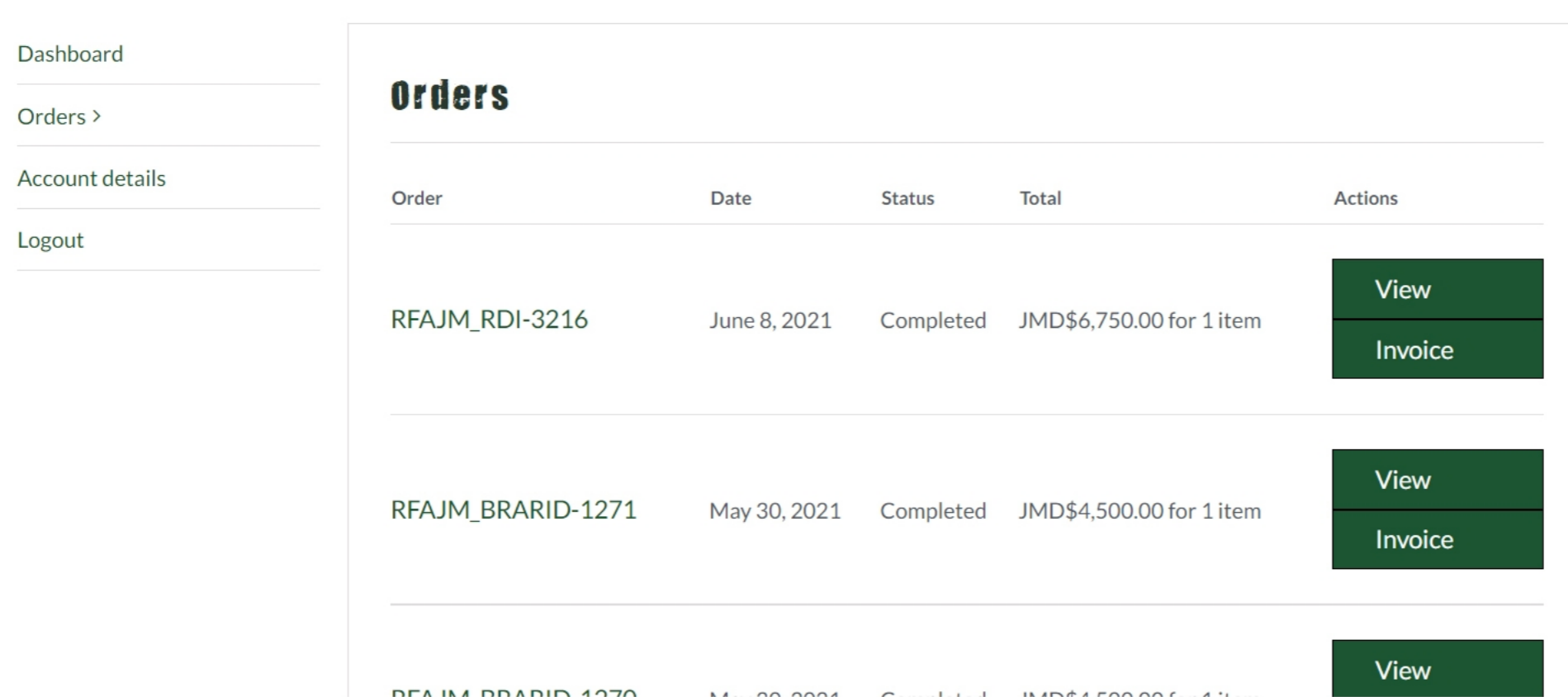
# My Account Details.

1) You can go to my account page from the agent login menu. It is a submenu under agent login after you logged in. you can see dashboard, orders, account details and logout option.



The screenshot shows a sidebar menu on the left with options: Dashboard >, Orders, Account details, and Logout. The main content area is titled 'Dashboard' and contains the following text: 'Hello Jorje Agent (not Jorje Agent? Log out)', 'My commission is : 10%', and 'From your account dashboard you can view your recent orders, manage your billing address, and edit your password and account details.'

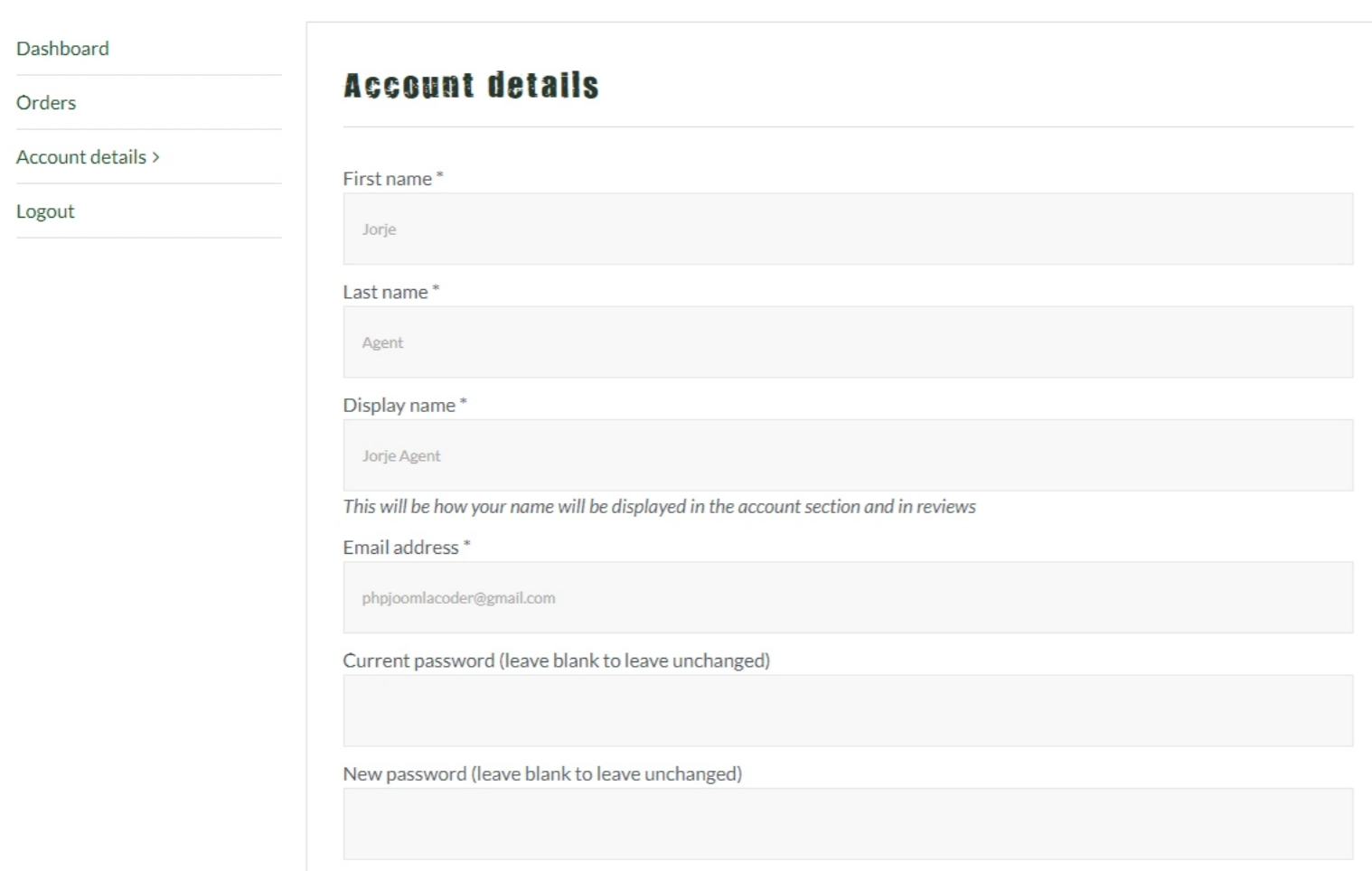
2) Orders, It will list all the orders you placed.



The screenshot shows a sidebar menu on the left with options: Dashboard, Orders >, Account details, and Logout. The main content area is titled 'Orders' and displays a table of orders. The table has columns for Order, Date, Status, Total, and Actions. The data rows are as follows:

Order	Date	Status	Total	Actions
RFAJM_RDI-3216	June 8, 2021	Completed	JMD\$6,750.00 for 1 item	<a href="#">View</a> <a href="#">Invoice</a>
RFAJM_BRARID-1271	May 30, 2021	Completed	JMD\$4,500.00 for 1 item	<a href="#">View</a> <a href="#">Invoice</a>
RFAJM_BRARID-1270	May 30, 2021	Completed	JMD\$4,500.00 for 1 item	<a href="#">View</a>

3) Account details, you can update account details from this page.



The screenshot shows a sidebar menu on the left with options: Dashboard, Orders, Account details >, and Logout. The main content area is titled 'Account details' and contains a form with the following fields:

- First name \*: Jorje
- Last name \*: Agent
- Display name \*: Jorje Agent  
*This will be how your name will be displayed in the account section and in reviews*
- Email address \*: phpjoomlascoder@gmail.com
- Current password (leave blank to leave unchanged):
- New password (leave blank to leave unchanged):