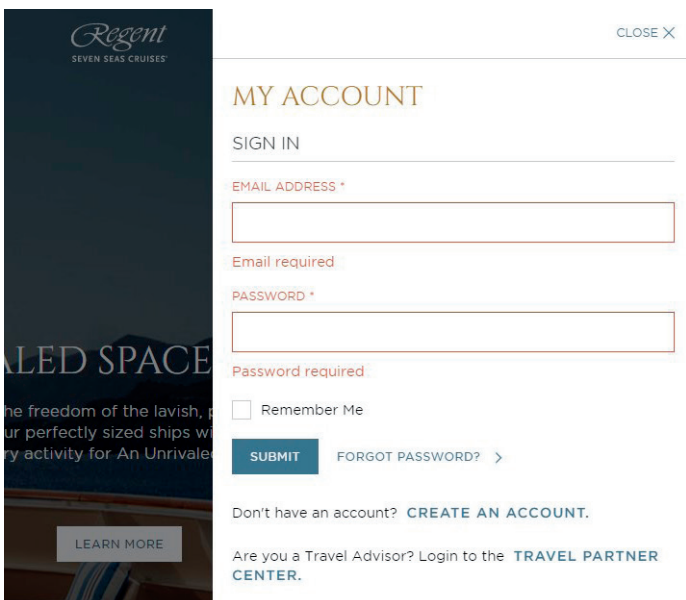
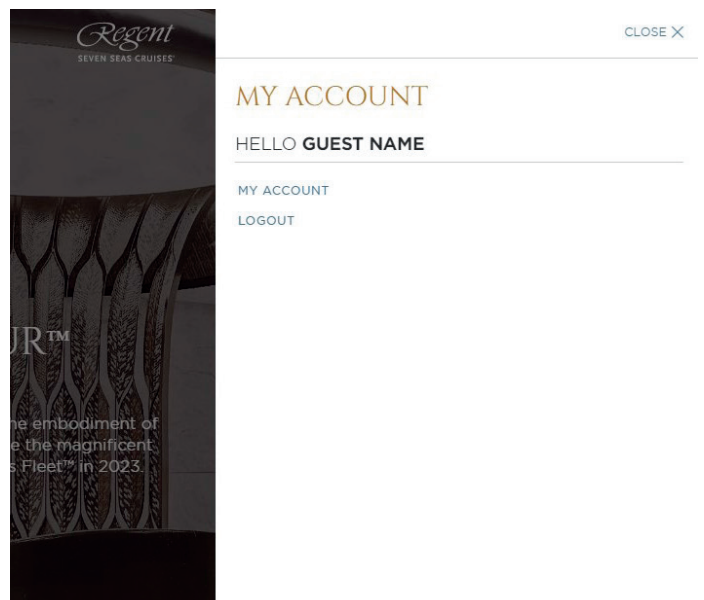


We are dedicated to bringing you an unrivalled experience aboard our ships, and have implemented a new process in order to make your embarkation as seamless as possible. Please complete our new Online Check-In by following the steps below. If you have any questions as you complete the Online Check-In, please contact our Reservations team or your travel advisor.

**1.** Go to [www.RSSC.com](http://www.RSSC.com) and click on the icon at the top right.



**2.** From here, you may either log-in if you have an existing account, or create a new account by following the on-screen instructions.

A screenshot of the 'MY ACCOUNT' login page. The page has a dark blue header with the Regent logo and a 'CLOSE X' button. The main content area is white. It starts with 'MY ACCOUNT' in gold, followed by 'SIGN IN' in blue. There are two input fields: 'EMAIL ADDRESS \*' and 'PASSWORD \*', both with red borders and red error messages below them: 'Email required' and 'Password required'. Below the password field is a 'Remember Me' checkbox. A blue 'SUBMIT' button is followed by a link 'FORGOT PASSWORD? >'. At the bottom, there is a link 'Don't have an account? CREATE AN ACCOUNT.' and a link 'Are you a Travel Advisor? Login to the TRAVEL PARTNER CENTER.'.A screenshot of the 'MY ACCOUNT' dashboard. The page has a dark blue header with the Regent logo and a 'CLOSE X' button. The main content area is white. It starts with 'MY ACCOUNT' in gold, followed by 'HELLO GUEST NAME' in blue. Below this are two links: 'MY ACCOUNT' and 'LOGOUT'. The background of the page features a dark blue gradient with a close-up image of a ship's hull.

3. After logging-in or creating a new account, you'll be redirected to the My Account Home screen. If you haven't previously added your booking, please proceed to the next step for instructions on how to do so.

If you have previously added your booking to your account, you'll see it here. By the time Online Check-In becomes available, 21 days prior to embarkation, you likely will have already completed your Guest Registration Form. If not, you will do so as part of your Online Check-In, so proceed by clicking the "Complete Online Check-In" link, and skip ahead to Step 6.

The screenshot shows the 'MY ACCOUNT' page with a navigation bar containing 'MY ACCOUNT HOME', 'VIEW PROFILE', 'BOOKED CRUISES', 'SAVED CRUISES', and 'PAST CRUISES'. An arrow points to 'MY ACCOUNT HOME'. The main section is titled 'MY UPCOMING CRUISE' and includes a 'VIEW ALL BOOKED CRUISES' link. Below this, the 'Reservation No: 2539931' is displayed next to a 'MANAGE THIS BOOKING' button. A map shows the cruise route from Cartagena to Bridgetown. The cruise details are as follows:

CARTAGENA TO BRIDGETOWN - SUN, SAND & SAILS	
Cruise Reference #:	NAV220125
Sail Dates:	January 25, 2022 to February 5, 2022 (11 nights)
Ship:	Seven Seas Navigator
Suite:	D Concierge Suite (729)
Guests:	MR FIRST GUEST MRS SECOND GUEST MS THIRD GUEST

Below the map, 'IMPORTANT DATES:' are listed with checkboxes for various milestones. The 'March 31, 2021 Complete Online Check-in' checkbox is circled in red.

DATE	EVENT
<input checked="" type="checkbox"/> June 18, 2021	Deposit Received.
<input checked="" type="checkbox"/> October 27, 2021	Final Payment Made.
<input type="checkbox"/> January 25, 2021	Reserve Shore Excursions.
<input type="checkbox"/> October 27, 2021	Make Dining Reservations.
<input type="checkbox"/> Complete Guest Registration, Health Attestation & Ticket Contract.	
<input type="checkbox"/> March 31, 2021	Complete Online Check-in.

On the right side, there are sections for 'SEVEN SEAS SOCIETY' (Guest Name, Tier Level, Nights cruised, etc.), 'ORDER A BROCHURE' (Have our latest cruise brochure mailed to you), and 'CRUISE PREFERENCES' (Help us to enhance your experience by telling us more about your preferences).

4. Click on the Booked Cruises tab, add details about your upcoming cruise to access your booking, and click the Update Profile button.

The screenshot shows the 'MY ACCOUNT' page with the 'BOOKED CRUISES' tab selected. The main section is titled 'ADD AN ALREADY BOOKED CRUISE TO YOUR PROFILE'. The form includes fields for 'LAST NAME', 'BOOKING NUMBER', 'SHIP NAME' (a dropdown menu), and 'EMBARK DATE' (Month, Day, and Year dropdowns). The 'UPDATE PROFILE' button is circled in red.

5. You will now have access to your booking. By the time Online Check-In becomes available, you likely will have already completed your Guest Registration Form. If not, you will do so as part of your Online Check-In, so proceed by clicking the “Complete Online Check-In” link.

MY ACCOUNT

WELCOME, GUEST NAME

MY ACCOUNT HOMEVIEW PROFILEBOOKED CRUISESSAVED CRUISESPAST CRUISES

CARTAGENA TO BRIDGETOWN - SUN, SAND & SAILS

Reservation No: 2539931MANAGE THIS BOOKING

CRUISE DETAILS

Departs on January 25, 2022

Returns on February 05, 2022

Sails on Seven Seas Navigator

REMOVE BOOKING

GUEST DETAILS

FIRST GUEST

SECOND GUEST

THIRD GUEST

SUITE DETAILS

Suite Category is D Concierge Suite

Suite Location is Deck 7

Suite Number is 729

MY TO-DO LIST

☒ MAY 2, 2020

Deposit Received.

☒ MAY 25, 2021

Final Payment Made.

☐ Complete Guest Registration, Health Attestation & Ticket Contract.

☒ NOVEMBER 26, 2020

Shore Excursions Booked.

☐ JULY 9, 2021

Make Dining Reservations.

☐ NOVEMBER 26, 2020

Complete Online Check-in.

## 6. GUEST REGISTRATION AND ONLINE CHECK-IN

After clicking on the “Complete Online Check-In” link from the previous step, you will be redirected to the page below. If you have completed your Guest Registration Form, or any other steps, that section will show as “Complete”.

All steps must be completed in order, with the Guest Registration AND Health and Safety Attestation/Ticket Contract steps completed for ALL GUESTS in the suite first before proceeding to the Security Photo step.

For any steps that are “Incomplete”, click the corresponding down arrow next to each section and follow the on-screen instructions, which are detailed in the following steps should you require them. Once all sections are complete, your Boarding Pass will process and be emailed to you within 24 hours.

GUEST INFORMATION AND ONLINE CHECK-IN

In order to provide for a quicker, smoother experience at the cruise terminal, please complete all of the steps below.

Click on each guest name below to complete the Guest Information and Health and Safety Attestation/Ticket Contract steps, which must be done prior to your Cruise Vacation Documents being mailed. The remainder of the steps will be available beginning 21 days prior to embarkation and must be completed at least four (4) days prior to embarkation.

Once all steps are complete, you will receive a Boarding Pass which must be presented at the embarkation terminal, along with valid Proof of Vaccination, Passport and all Required Visas, if any, for each guest. If you require assistance with the check-in process, please contact [Reservations](#).

FIRST GUESTSECOND GUESTTHIRD GUEST

Guest Information and Online Check-in

Incomplete

▼

Health and Safety Attestation/Ticket Contract

Incomplete

▼



## 7. GUEST REGISTRATION

Complete all required fields in the Guest Registration section following the on-screen instructions, paying special attention to your title and the way your name appears on this step, as it **must match your passport**. It is also important to provide a valid email address and mobile phone number which we can use to contact you with important health, safety and travel information if necessary.

## GUEST INFORMATION AND ONLINE CHECK-IN

In order to provide for a quicker, smoother experience at the cruise terminal, please complete all of the steps below.



Click on each guest name below to complete the Guest Information and Health and Safety Attestation/Ticket Contract steps, which must be done prior to your Cruise Vacation Documents being mailed. The remainder of the steps will be available beginning 21 days prior to embarkation and must be completed at least four (4) days prior to embarkation.

Once all steps are complete, you will receive a Boarding Pass which must be presented at the embarkation terminal, along with valid Proof of Vaccination, Passport and all Required Visas, if any, for each guest. If you require assistance with the check-in process, please contact [Reservations](#).

**FIRST GUEST**

**SECOND GUEST**

**THIRD GUEST**

 Guest Information and Online Check-in Incomplete 



### GUEST INFORMATION



If your title is incorrect below, or your name does not match your name as it appears on your passport, please call Reservations to correct it.

Please provide the email address and mobile phone number at which we can contact you via text message, phone call, and/or email with important health, safety, and travel update information, including your COVID test results. To ensure these important messages reach you, please provide a valid email address and mobile phone number. We cannot accept alternate contact information or travel agent information. We will also use your email address and mobile phone number as described in our [Privacy Policy](#).

## 8. HEALTH AND SAFETY ATTESTATION AND TICKET CONTRACT

Carefully read the Health and Safety Attestation and Ticket Contract, then check the two boxes confirming your acceptance before saving and proceeding.


 Guest Information and Online Check-in Incomplete 

 Health and Safety Attestation/Ticket Contract Incomplete 

Please carefully read the items below and check the box next to each statement with your acceptance prior to saving.

### HEALTH AND SAFETY ATTESTATION

I understand that in order to embark the ship, I must provide proof of full vaccination from those vaccines that have been authorized for use by the World Health Organization (WHO), U.S. Food and Drug Administration (FDA) or the European Medicines Agency (EMA). I also understand that I must consent to receive a COVID-19 antigen test, which will be administered and paid for by the cruise line, with a negative result prior to embarkation. I consent to receive a text message and/or email containing my COVID test results at the mobile phone number and email address I provided in the Guest Information section, and I also agree that Regent Seven Seas Cruises may receive my COVID test results.


 ☐ I accept the terms and conditions of the Health and Safety Attestation.


### TICKET CONTRACT

Guests are advised to carefully read the terms and conditions of the Guest Ticket Contract set forth below which affect your legal rights and are binding. Your attention is specifically directed to Paragraphs 10 and 14 of the Terms and Conditions of the Guest Ticket Contract. Acceptance or use of this Contract Shall constitute the agreement of Guest to these Terms and Conditions.

## 9. SECURITY PHOTO

Carefully read and follow the instructions for uploading each guest's photo, which will be used for security purposes each time you board or leave the ship. After you have uploaded a photo that meets all of the requirements, click Save.


 Security Photo Incomplete





### PHOTO REQUIREMENTS

- Photo must be in color.
- Do not wear a head-covering, unless for religious purposes. It must not cover the face.
- Do not wear sunglasses. Prescribed eyeglasses can be worn if they allow the eyes to be seen and do not cause a glare.
- Take picture at a distance no more than 11/2 feet from the camera.
- Face the camera with a natural smile or neutral expression.
- Keep your eyes open, unless you have a medical condition that prevents you from doing so.
- The photo should be taken in even lighting so that your entire face is clearly visible. Neutral backgrounds are preferred.
- No one other than you may be in the photo.
- The photo should include the full head and down to your shoulders.
- The photo must represent your current appearance.

If your photo does not meet these requirements, it will be re-taken during the check-in process at the cruise terminal

 **UPLOAD PHOTO**


 **TAKE PHOTO**

 **REMOVE PHOTO**

**SAVE**


## 10. ONBOARD PAYMENT INFORMATION

Follow the on-screen instruction to enter a credit or debit card for payment for each guest in the suite. If each guest is going to use the same card, it is only necessary to enter the card details once, and you may assign multiple guests to that card at that time. After entering the card details, billing address and guests for whom the payment applies, check the authorize box and Save.

 MENU


EXPLORE

FIND A CRUISE



CONTACT US

REQUEST INFORMATION



Onboard Payment Method Incomplete

☒ CREDIT CARD ☐ DEBIT CARD

### CARD INFORMATION

While debit or ATM cards are accepted onboard, please be aware that normal "holds" used for all credit cards will also apply to a debit card. After settling your onboard account, these debit card holds may remain on your account up to 30 days after the cruise ends (this varies per bank and is not controlled by Regent Seven Seas Cruises).

NAME ON CARD:  
FIRST GUEST

CARD TYPE:  
VISA

CARD NUMBER:  
4111111111111111

EXPIRATION DATE:  
06 - June 2023

CVV:  
123

### BILLING ADDRESS

Please provide the billing address below or check the "Copy From Guest Information" to use the address provided on the Guest Information step above.

☒ Copy From Guest Information

ADDRESS 2

CITY:  
MIAMI

STATE:  
Florida

ZIP CODE:  
33126

### USE THIS PAYMENT METHOD FOR

Please check the box next to the guests in your suite that you would like to use this method of payment for. If you would like to use a different form of payment for any other guests, you may enter those details when completing Online Check-in for that guest.

☒ FIRST GUEST

☒ SECOND GUEST

☒ THIRD GUEST

☒ I authorize Regent Seven Seas Cruises to charge all folio purchases to my debit/credit card. I agree to be personally liable for all charges made by authorized guests listed above. I understand that Regent Seven Seas Cruises will obtain pre-authorization on my debit/credit card for all purchases. I have read and understand these terms and conditions.

Authorization holds are released from your debit/credit card account at the discretion of your card issuer and may take up to 30 days. Please contact your card issuer for details, if necessary.

**SAVE**



## 11. SAFETY VIDEO

To comply with SOLAS safety guidelines, guests must watch a brief, 1-minute safety video in its entirety. After doing so, check the box acknowledging that you have done so and click the Save button to continue.



## 12. ARRIVAL TIME AT PORT


In order to account for physical distancing, we are staggering embarkation times for boarding. Please select a 30-minute window from the available options that your party wishes to arrive and click Save.

 Arrival Time at PortIncomplete

### ARRIVAL TIME AT PORT

In order to account for ample social distancing, we are limiting the number of guests that may board throughout the day. Please select a time your party wishes to arrive at the pier from the available list below.

SELECT AN ARRIVAL TIME \*

Select An Arrival Time

SAVE



### 13. BOARDING PASS

After completing ALL of the sections above for ALL of the guests in your suite, a Boarding Pass will be emailed within 24 hours to the email address(es) you provided via the Guest Registration step above. If you wish to send your Boarding Pass to a different email address, after all guests have completed all of the steps above, you may return to this section and provide a different email address.

**A COPY OF YOUR BOARDING PASS WILL BE SENT WITHIN 24 HOURS TO THE EMAIL ADDRESS YOU PROVIDED IN THE GUEST REGISTRATION STEP ABOVE. IF YOU WISH TO SEND YOUR BOARDING PASS TO A DIFFERENT EMAIL ADDRESS, PLEASE ENTER IT BELOW.**

#### REQUEST BOARDING PASS

Please enter the email address you wish the Boarding Pass to be sent to below, and click Send Boarding Pass.

EMAIL ADDRESS FOR BOARDING PASS \*

SEND BOARDING PASS



Should you have any questions while completing the Online Check-In process, please call our reservations team or your travel advisor.

\*Embarkation times will be staggered to comply with Health & Safety protocols; these staggered embarkation times will supersede any early embarkation benefit to ensure safety.