How to create EID via Franchise tools.

|  |  |
| --- | --- |
| 1. Please go to this franchise tools link | <https://extranet.marriott.com/eap/manageaa/FranchiseeEIDProvisioning/default> |
| 1. Please choose your own company name and property name. ***\*\*Please do not select Above Property\*\**** |  |
| 1. Please click on “Create EID” button. |  |
| 1. Please based on the column and put in the correct information. For the job title, in case you can’t find it, you may select relevant job title or simply choose Asset Manager position. 2. Once everything filled up, please press “Create EID” |  |
| 1. You may use this template for your end users. |  |
| 1. Once you submitted EID, kindly wait for 10-15mins. You will received email notification that particular EID has been created. |  |