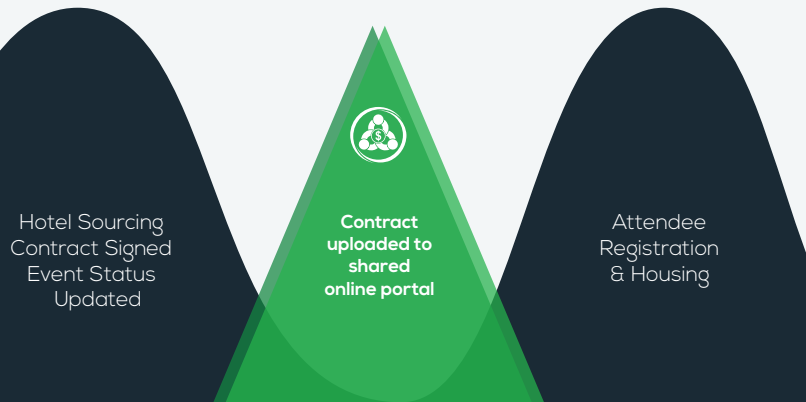# GroupPay™

Post-contract automation is more crucial than ever in today's group events lifecycle. GroupPay gives hotels, agencies, and event planners the automation, transparency and efficiency they need to easily manage contract details, rooming list fulfillment, and event reconciliation.

■ Current Group Event Lifecycle ■ GroupPay Value-added Services

CONTRACT & PRE-EVENT

Contracts are uploaded to the GroupPay online portal, allowing hotels and meeting planners easy access.

Hotel Sourcing
Contract Signed
Event Status
Updated

Contract uploaded to shared online portal

Attendee Registration & Housing

EVENT EXECUTION

Rooming Lists and Reservation Lists are loaded into GroupPay for shared visibility into booking status.

Rooming List & Reservations Loaded

Attendee Logistics (F&B, A/V) Tracked
Late Attendees Registered
Post Cutoff Date Bookings Reserved
Nightly Invoice Generated

BILLING RECONCILIATION

GroupPay identifies post cutoff date bookings, shoulder bookings, and non-room commission adjustments to ensure accurate invoicing. GroupPay handles remittance notices on behalf of agencies. Hotels pay agencies in one payment through the online portal.

**Post Cutoff Date Bookings ID'd
Shoulder Bookings ID'd
Non-Room Commissions Adjusted (F&B, A/V)
Funding Request Sent
Commission Reconciliation & Payment
Guest Level Detail Provided**

Master Bill Sent

THE GROUPPAY ADVANTAGE

CONTRACT MANAGEMENT

- Shared source of truth for contract details signed between hotels and event planners.
- Allows both parties to easily consult contractual agreements and maintain transparency.

ROOM BLOCK MONITORING

- Hotels can forecast commission payment and room block occupancy at a glance.
- Event planners can anticipate contract fullfillment through access to real-time booking and stay data.

PAYMENT EXECUTION

- Detailed, guest-level reporting to hotels and event planners.
- Allows hotels to see exactly what is due and address any discrepancies.
- Event planners can receive their anticipated payment faster and in the currency of their choice.