

# CELEBRITY CRUISE GUEST REGISTRATION - INSTRUCTIONS

Guest Registration information must be provided for all cruise passengers. You can complete your Guest Registration (Check-in) online up to 3 days prior to sailing, or you may do it as part of the check-in process at the pier (with assistance from cruise line personnel). If you plan to register at the pier, be sure to arrive **at least** 3 hours prior to sailing and bring your Direct Line Cruises Cruise Reservation Confirmation because your Boarding (“Xpress Sail”) Pass will not be available for printing until you check in at the pier. Whether you register at the pier or online, you will need the following:

- Ship Name / Sailing Date / Reservation Number
- Proof of Citizenship (e.g., Passport / Visa or other required documentation based on citizenship and/or cruise itinerary)
- Emergency Contact name & phone number (someone not traveling with you)
- Flight information and /or pre or post cruise travel plans (if any)
- Credit Card for onboard expense account

If you choose to complete your Guest Registration (Check-in) online, print these instructions first as they will help guide you through the process.

Carefully read the information and instructions provided on each screen within the Registration (Check-in) process. You can also refer to the FAQ section for more information. If you experience difficulty or need any questions answered while completing your Guest Registration (Check-in) or while printing your Boarding (“Xpress Sail”) Pass and Luggage tags, call the Celebrity Help line at **1-877-200-2897**.

Click the BLUE link below and you will be prompted to enter your reservation number, your last name, ship and sailing date. Click “Continue”. The next screen will display the 4 steps within the online check-in process. Click “Continue Check-in”.

Select the guests you wish to register on the next screen. The default selection is “All Guests in Reservation” (in your stateroom). You may leave the default setting or just choose to check in one guest (in your stateroom). So long as you “Save & Continue”, you can stop and go back to complete your Guest Registration (Check-in) at any time. Click “Continue” to begin Step 1.

**Step 1. Personal and Travel information.** Complete any “Personal Information” that is not already shown. Then, go to the “Contact Information” section and designate yourself (or another person in your stateroom) as the primary contact person if the cruise line needed to provide you with any “last minute” information *before the sailing*.

Enter the requested information for your emergency contact person. Then enter your proof of citizenship information. Click “Save & Continue” at the end of each screen. Then provide this information for any other passenger in your stateroom who you are registering.

**Note:** If you see tiny asterisks inside any field (and are unable to enter data into the field), this means that Celebrity already has this information on file. You may click “Edit” to re-enter that information if you want to confirm that they have the correct information.

**Step 2. Reading and Accepting the Cruise Ticket Contract.** After you have read it (by scrolling down to the bottom of that section as you are reading), you must “check” the box that says, “I have read and agree to the Cruise Ticket Contract”. You will be unable to continue to the next step if you do not “check” the box.

Under “Guest Agreement” on that page, click the “down arrow” to select your name and the name of any other passengers in your stateroom who you are registering. Be sure that all names in the stateroom have a “check” mark as acceptance of the Contract. Click “Accept & Continue” to move to the next page.

**Step 3. Onboard Expense Account (required to make any purchases on the ship)** . Click “Add Account” next to either “Credit Card Accounts”. Enter your Credit Card Account information on the next screen, click the “Down Arrow” and select (or enter) the name of the primary holder of the credit card. Fill in all information required. Click “Confirm”. You will be taken back to the original “Expense Account” info page. Click the “Down Arrow” next to “Select Payment Method” next to each passenger’s name and select the credit card that is to be used onboard for each passenger. Click “Save & Continue”. Cruise line personnel will ask you at the pier to confirm that this is the credit card you wish to use to set up your onboard expense account.

**Step 4. Printing your “Xpress Sail Pass” and Luggage Tags.** Your Boarding (“Xpress Sail”) Pass” and Luggage Tags will be available to print immediately after completing your Guest Registration (Check-in). Bring your “Xpress Sail Pass” and all other required documents to the pier.

**NOTICE: Your Xpress Sail Pass and Luggage Tags will be available within 45 days prior to sailing. These two documents may not be available earlier than this date.**

**[To begin the Guest Registration process, CLICK HERE.](#)**