



WELCOME!

Guide to Managing Your Legal Entity



What can be done through the portal

01.

You can manage the data for your legal entity

Including tax, payment, contact, and address information.

02.

You can upload tax documentation

Attach tax and legal documents.



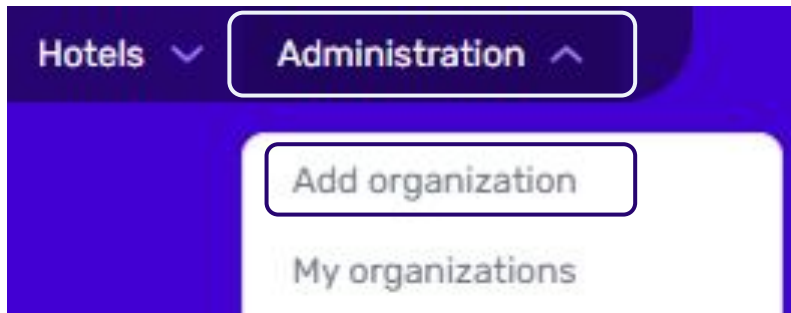


LET'S GET STARTED!

**We'll guide you step by
step to help you
complete your
registration.**

01. How to access the portal

Access the Legal Entity Registration by heading to the Administration module as shown on screen.



02. Enter your legal entity details

To start, enter the country in which the legal entity operates, document type, tax ID, and legal name.

Organization activation

 Company name
Organization main information

Organization country

Document type

Taxpayer ID

Organization

Save

Keep in mind 
You must click **Save**
to move to the next
step.

03.Upload supporting documentation

Click on the Legal Entity Documents icon to open the section where you can upload the files that verify your fiscal identity.

Organization documents

Save

Tip💡
Permitted file formats: pdf, jpg, zip, rar, xlsx, xls, csv, doc, docx, png, jpeg.

Organization documents

Click to examine or drag here the file you wish to attach.
The maximum size should be 100 MB.
Compatible formats: PDF,JPG,ZIP,RAR,XLSX,DOCX,PNG,JPEG.

ⓘ

The final upload of the documents will be done once the general data is saved.

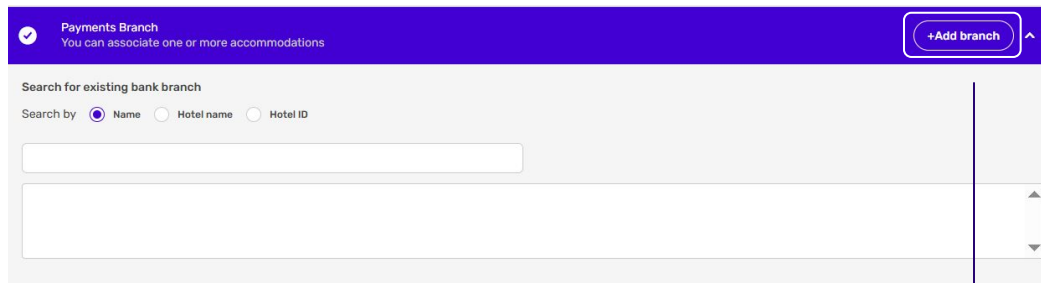
End load

Cancel load

04. Create a branch

Create payment branches for one or more accommodations.

On your first setup, you must create the initial branch. You can create as many branches as needed.

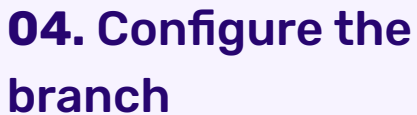


The screenshot shows a web interface for creating a payment branch. At the top, a blue header bar contains a checkmark icon, the text "Payments Branch", and a sub-header "You can associate one or more accommodations". On the right side of the header is a button labeled "+Add branch" with an upward arrow. Below the header, the main content area has a light gray background. It starts with the text "Search for existing bank branch". Underneath is a "Search by" section with three radio buttons: "Name" (which is selected), "Hotel name", and "Hotel ID". Below these are two empty input fields. A vertical line with a dot at the bottom points from the "+Add branch" button in the header to the bottom of the search area.

★ What is a branch?

The branch defines how payments are handled (format, account, etc.) for all assigned hotels.

+Add branch



Important ⚠️
Make sure to assign the hotels that should fall under this branch.

Important ⚠️
Don't forget to click
Save once all data is
filled in.



05. Add a tax address

Addresses are used for the payment setup.

Important ⚠
Remember to first add at least one address.

+Add address

 **Tax address**
Enter the address that appears on the tax certificate

+Add address ^

Search for existing address

 **Tax address**
Enter the address that appears on the tax certificate

List ^

Address name

City / State / Country

Street

Zip code

Neighborhood

Number

Floor and apartment

Save

06. Add administrative contacts

These contacts are linked to the payment setup.

Important 
Remember to first add
at least one contact.

+Add contact

 **Management contact**
Enter a billing or reservation contact

+Add contact

^

Search for existing contact

 **Management contact**
Enter a billing or reservation contact

List

^

Name

Surname

Phone number

E-mail

Fax

Business hours

Language

Select

▼

Save

07. Add a bank account

Fill in the bank account details where commissions are to be paid.

 **This step is only required if you choose bank transfer as the payment method.**



Bank account
Upload your checking account information

+Add bank account

^

Search for existing bank account



Teste
BRD44



Bank account
Upload your checking account information

List

^

Account name

Document type

CPF

▼

Bank name

Select

▼

Bank account number

Bank account holder (person or company)

CNPJ/CPF of the holder

Account channel

Local

▼

Taxpayer ID

36864761851

Branch number

Account type

Select

▼

Account currency

Select

▼

Reference

Save

How to check the status of your request





Where to check your request status

The request status will be visible to hotels while it's still under review.



Types of request status

Your request may show three types of status:



Pending

The submitted data is being validated by Despegar.



Approved

Your request has been successfully registered in Despegar's system.



Rejected

Some data or document is incorrect. You'll need to revise and resubmit to continue.



Thank you!

If you have any questions, contact our team at:

atencionhoteles@despegar.com