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WELCOME!

Guide to Managing Your Legal Entity

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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.

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LET'S GET STARTED!

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

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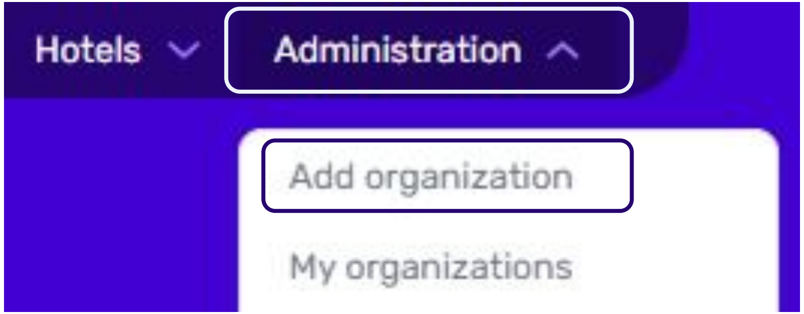
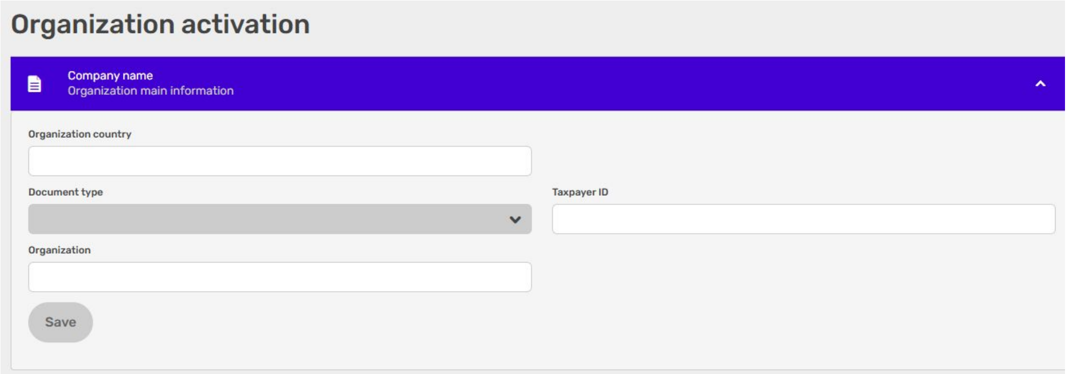
01. How to access the portal

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.

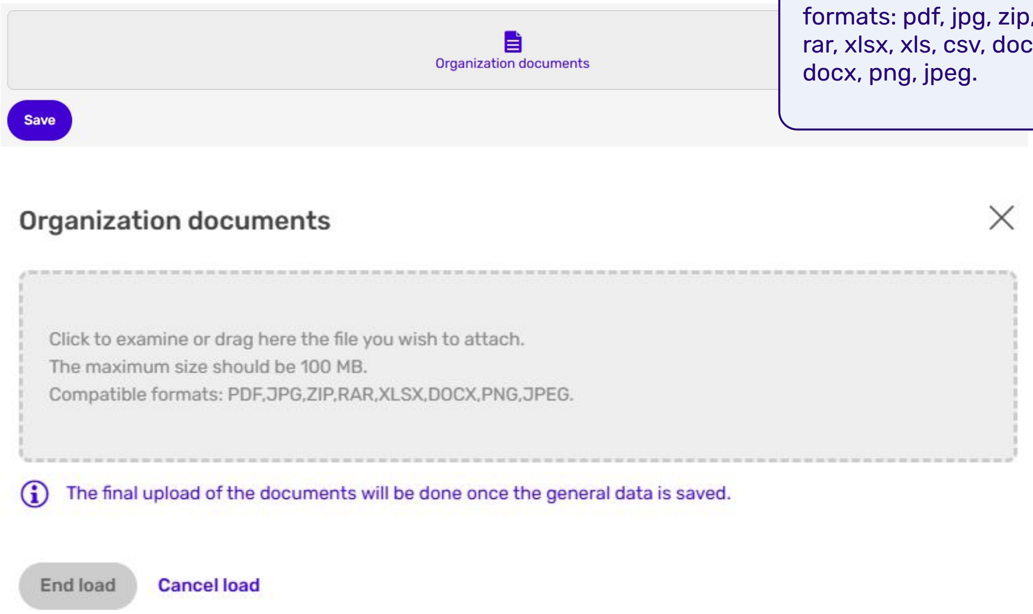


Keep in mind ⚠️
You must click **Save** to move to the next step.

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.

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



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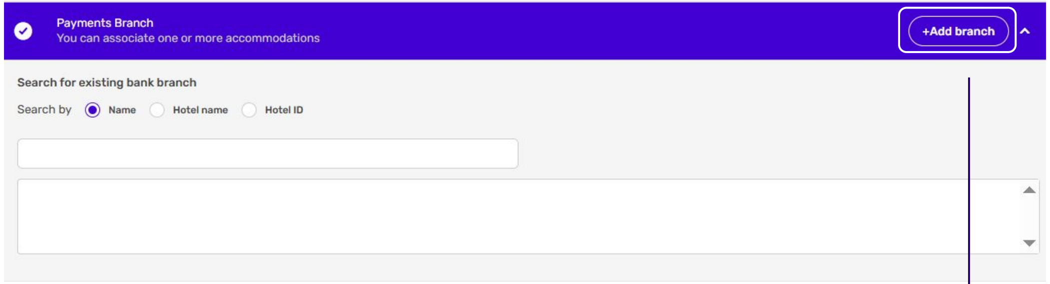
04. Create a branch

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.



⭐**What is a branch?**

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

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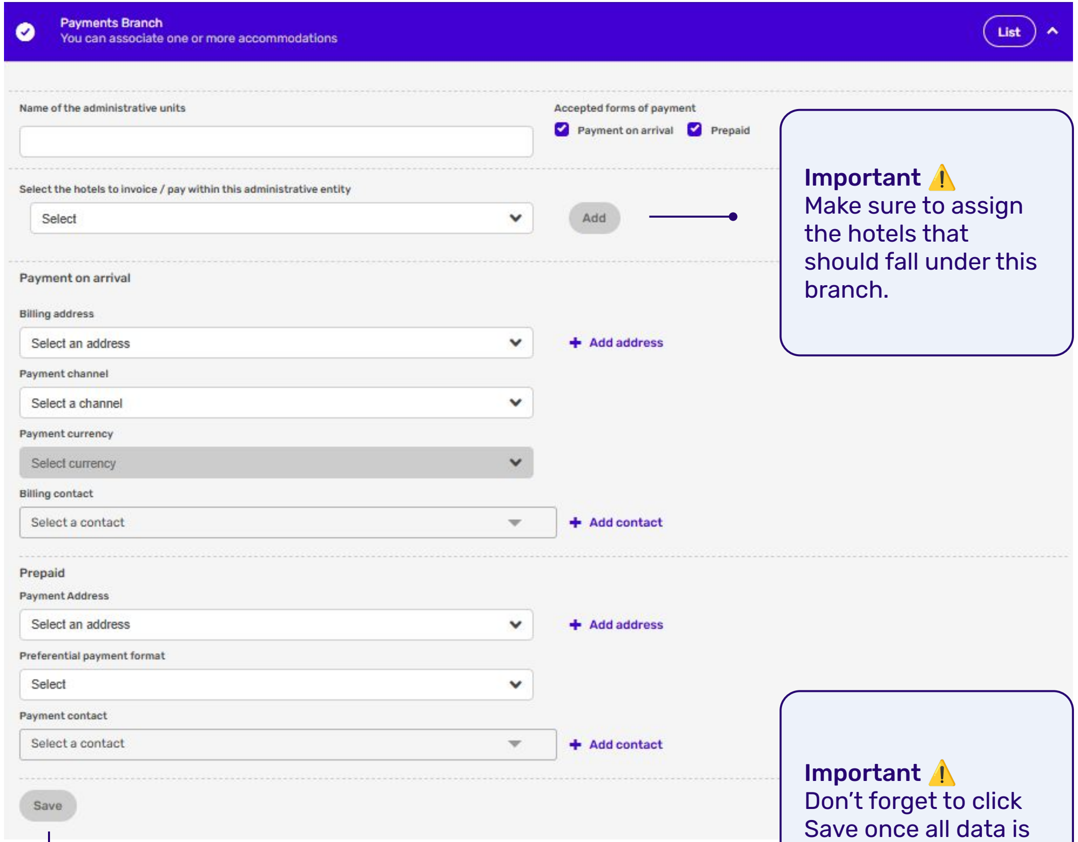
04. Configure the branch

Enter the branch trade name, select payment methods, and assign tax addresses and administrative contacts.



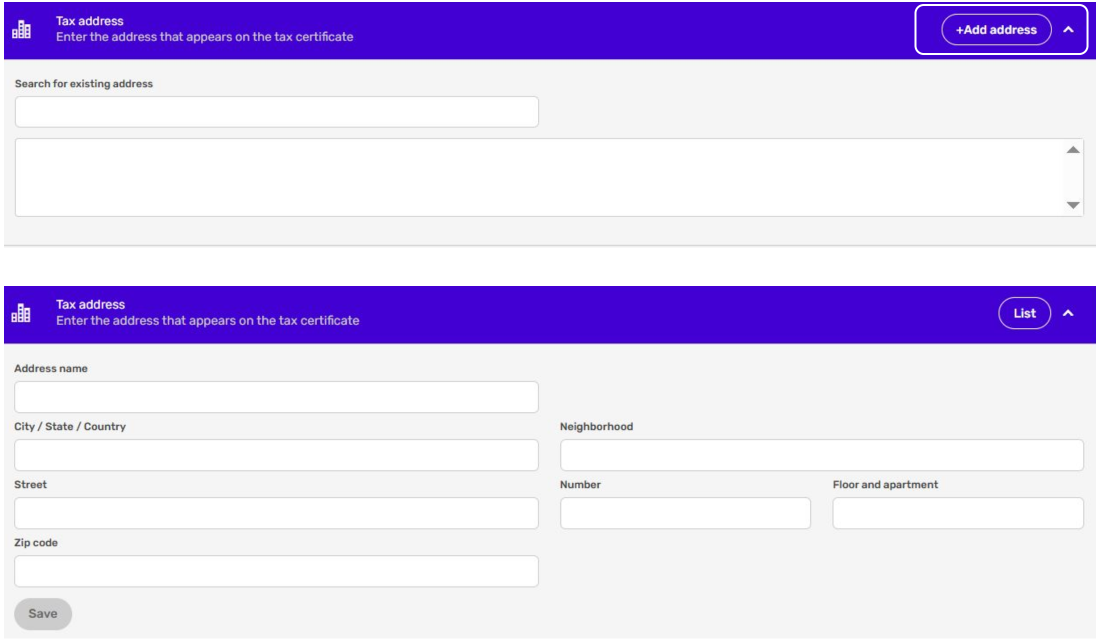
Important ⚠️
Make sure to assign the hotels that should fall under this branch.

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.

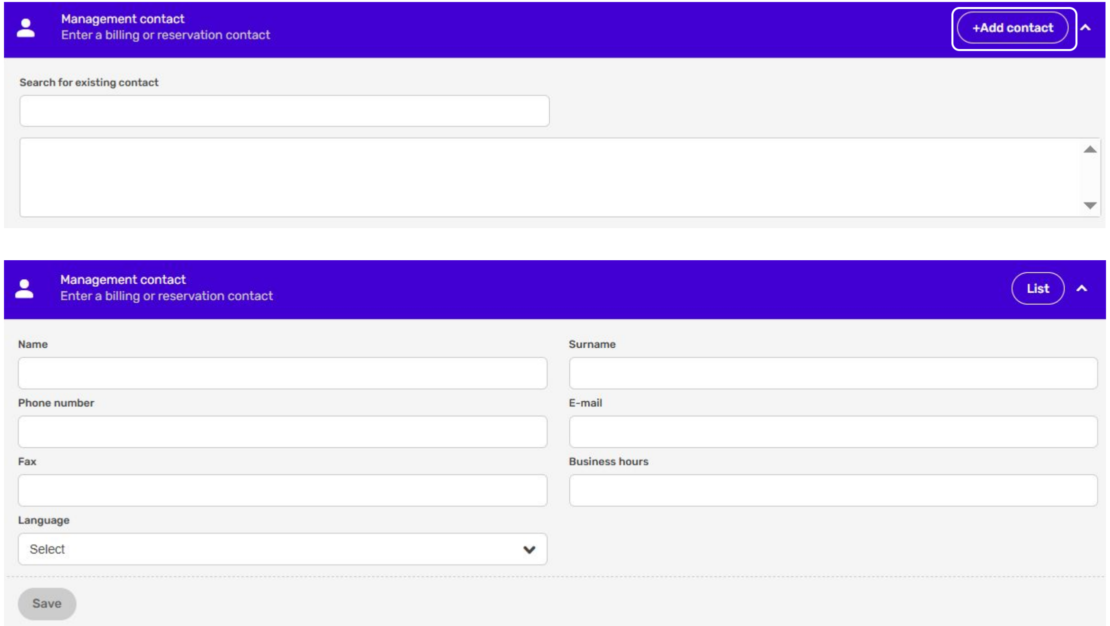
Important ⚠️
Remember to first add at least one address.



Important ⚠️
Remember to first add at least one contact.

06. Add administrative contacts

These contacts are linked to the payment setup.



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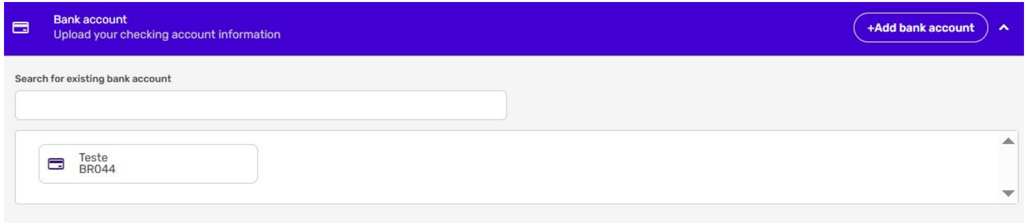
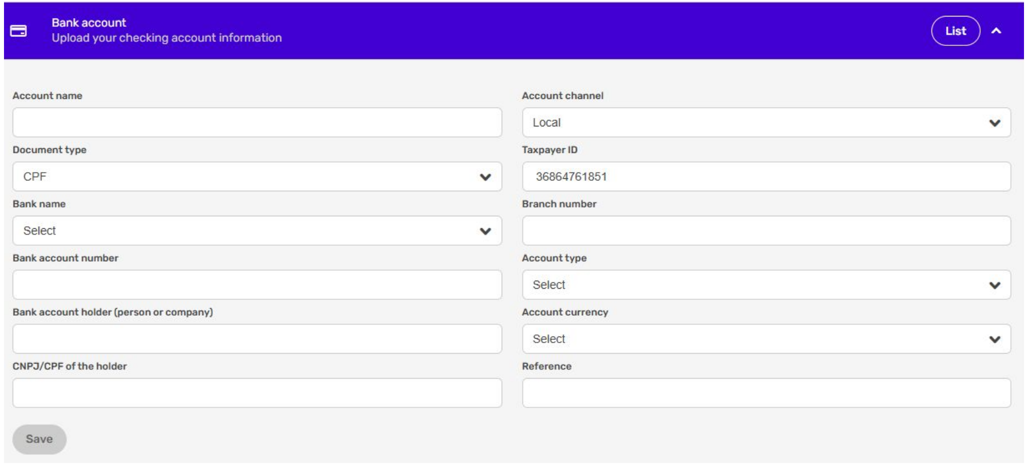
07. Add a bank account

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

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





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How to check the status of your request

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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