

GUESTLINK·CYMRU

ONLINE TOURISM BUSINESS SOLUTIONS FOR WALES

How to Login to Guestlink Cymru

Overview: The Guestlink Cymru service provides a website where you can log on and update your property details. The first time you logon you will just use your six digit contact ID and initial password, which we provided you with.

The system will prompt you to create a username and password specific to you. From then on you log on using your contact ID and the username and password you create.

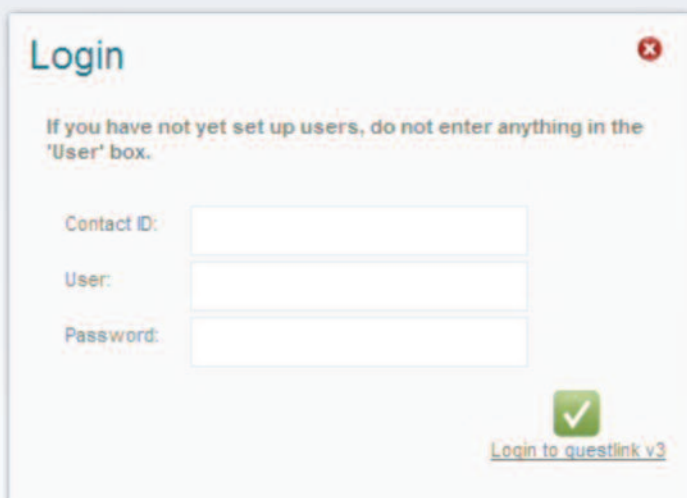
Step 1: Open your web browser (for example Internet Explorer) and into the address bar at the top, type <http://www.guestlink.co.uk/cymru> and press return:



Step 2: On the right of the website click the blue button, LOGIN TO GUESTLINK:

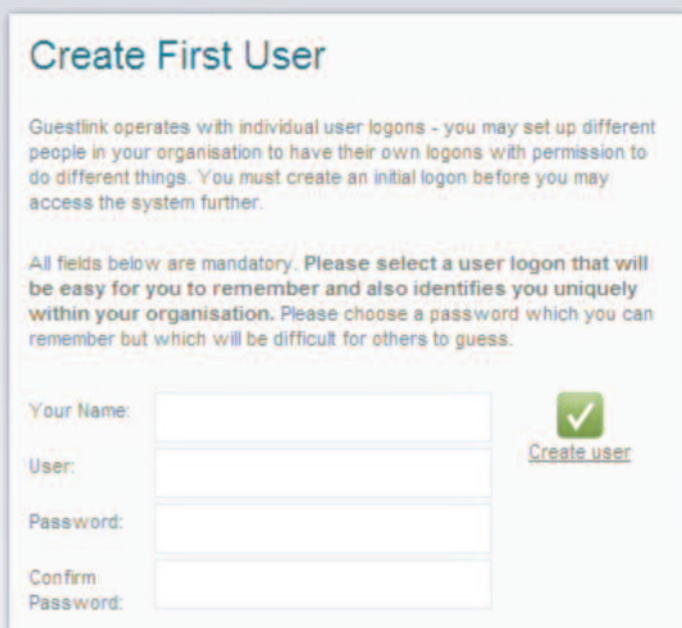


Step 3: A new window will appear. Type in the six digit **Contact ID** and **Password** that you have been provided with. *Note, leave the User blank, unless you have already created a user in the system.* Click **Login to Guestlink v3**:

A screenshot of a web browser window displaying a login form. The title of the window is "Login". Below the title, there is a message: "If you have not yet set up users, do not enter anything in the 'User' box." The form contains three input fields: "Contact ID:", "User:", and "Password:". At the bottom right of the form, there is a green checkmark icon and a button labeled "Login to questlink v3".

Step 4: If this is the first time you have logged in you will then be prompted to **Create First User**. Simply type in your full name in the **Your Name** box, type your first name into the **User** box and make up a password and type it in the two **Password** boxes.

Finally click Create user. You will then be logged into the system and see confirmation of this in the Welcome box at the top right of the window:



Create First User

Guestlink operates with individual user logons - you may set up different people in your organisation to have their own logons with permission to do different things. You must create an initial logon before you may access the system further.


All fields below are mandatory. Please select a user logon that will be easy for you to remember and also identifies you uniquely within your organisation. Please choose a password which you can remember but which will be difficult for others to guess.

Your Name:

User:

Password:

Confirm Password:

 [Create user](#)

Tip: Make a note of your username, as you will need it for future logons (along with the new password you set).