



Hotel Indigo Galapagos

IHG ONE PASS PROGRAM GUIDE

Exclusive IHG Colleague Rewards

Welcome to IHG One Pass

YOUR HARD WORK, REWARDED

IHG One Pass is an exclusive colleague rewards program designed to reward your dedication and inspire a lifelong love of travel. Travel is more accessible with IHG One Pass. You'll enjoy discounts on room rates, Reward Nights, and food and beverage.

Together, we're the ones turning moments into memories, bringing loyalty to life for guests.

And now it's your turn to experience it all.



Staybridge Suites Lexington South

IHG ONE PASS PROGRAM GUIDE

Jump to...

- **IHG One Pass**
Rates and sharing
- **Your Travel Headquarters**
Booking and Pass Holder management
- **Exclusive Perks**

IHG Colleagues: The IHG One Pass program is available to IHG corporate employees (including RCC) and employees who work at any IHG-branded hotel, including franchised hotels. Most hotels are independently owned and operated, and IHG and its affiliate companies do not have any control or discretion with respect to hiring, compensation, termination, or other day-to-day employment related policies, practices, or decisions.



Crowne Plaza Budapest



IHG ONE PASS

Rates and sharing

Holiday Inn Chicago O'Hare Area

Get to know

IHG ONE PASS

As an IHG colleague, not only can you book discounted stays at IHG-branded hotels around the world, but you can also share your benefits with the people you care about most.

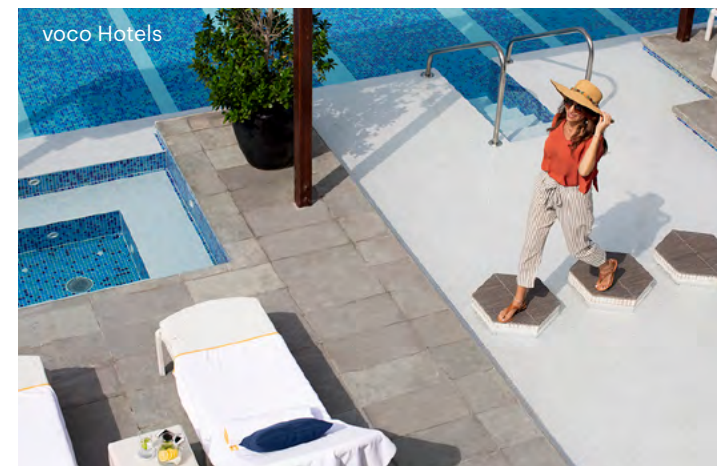
With the IHG One Pass program you get to select Pass Holders – your **Plus One** shares many of the same benefits you get, and **Five Friends** share access to the IHG One Pass Friends Rate.

You and your Pass Holders will share the nights within the annual booking limits, but sharing is completely optional. You can always keep those nights just for yourself!

This guide covers everything you need to know about the IHG One Pass program rates and how to share them using Pass Holder Management & Tracking Portal.

IHG ONE PASS RATES

The Rate	Who is it for?	Rate Discount*	Annual Booking Limit	Eligible for F&B Discount	Earn IHG One Rewards Points
IHG One Pass Rate	You, and Plus One	Deepest discount available	30 nights total	✓	✓
IHG One Pass <u>Flex</u> Rate	You, and Plus One	35–50%	No limit	✓	✓
IHG One Pass <u>Friends</u> Rate	You, and Five Friends	30–45%	50 nights total		✓



READY TO BOOK?

When booking any IHG One Pass program rate, remember:

- **Subject to availability:** Book IHG One Pass program rates early, and check back often if your preferred rate isn't available.
- **Flexibility:** Book up to 180 days in advance, and 1 or 2 bed options available at most hotels.
- **Room limit:** Up to 2 rooms per stay (both count toward your annual booking limit).
- **Stay limit:** Max 7 consecutive nights per reservation.
- **Annual limit:** Up to 14 room nights per hotel, per calendar year.

IHG One Pass program rates

PLAN LIKE A PRO

Choose the rate that works for you

- With the **IHG One Pass Rate**, you and your **Plus One** can collectively book a maximum of 30 room nights per calendar year.
- With **IHG One Pass Flex Rate** you and your Plus One can book nights that don't count toward your annual room night allotment, and you still have access to the 50% Food & Beverage Discount.
- With **IHG One Pass Friends Rate**, you and your Five Friends can collectively book up to 50 room nights per calendar year.

Annual booking limits

- **Annual booking limits are based on when you book, not when you stay.**
- Nights are deducted from your annual booking limit at the time of booking and will refresh at the start of each year.

Are you planning ahead and booking a trip for the following year? That will count towards this year's annual booking limit. If you modify or cancel your booking within the same calendar year as the booking, changes will be reflected in your tracker.

Pass Holder basics

- Your **Plus One** and your **Five Friends** are collectively called your **Pass Holders**. IHG One Pass program rates are just for you and your Pass Holders—they can't be sold or transferred.
- Manage your Pass Holders using the Pass Holder Management & Tracking Portal in Merlin.
- You can only have a **single Plus One** and **Five Friends** active at any time.
- You may only add up to one unique Plus One and up to five unique Friends per calendar year.
- You can remove Pass Holders anytime.
- Once you remove a Pass Holder, you cannot add them back until the next calendar year.
- Pass Holders will remain active from year to year unless you remove them.



Treat Yourself, You've Earned It

50% OFF FOOD & BEVERAGE*



Treat your crew!

Colleagues or Plus Ones staying on the **IHG One Pass Rate** or **IHG One Pass Flex Rate** enjoy a 50% Food & Beverage Discount at designated dining outlets in IHG-branded hotels—for parties of up to eight guests.

Plan ahead

At check-in, confirm which restaurant or outlet is offering the discount and how it's applied to your bill.

Have Milestone Rewards?

You can use Food & Beverage Rewards in addition to this discount.

*Exclusions apply based on local law. See terms & conditions for details. This discount applies to parties of up to eight guests, all of whom must be traveling with the IHG colleague or designated Plus One. The Food & Beverage Discount is only available to colleagues staying on the IHG One Pass Rate or IHG One Pass Flex Rate. The discount is not applicable to other rates, including Reward Nights.

Pass Holders: **Plus One**

YOU'VE GOT BENEFITS, SO DOES YOUR PLUS ONE

Select the one person you care about most, and Invite them to join the adventure and experience IHG Hotels & Resorts the way you do.

You and your Plus One share the following benefits:



Book a combined 30 nights per calendar year using **IHG One Pass Rate**.



Access to **IHG One Pass Flex Rate** that won't count toward your annual book booking limit.



50% Food & Beverage Discount when staying on an **IHG One Pass Rate** or **IHG One Pass Flex Rate**.



Want to keep all 30 nights to yourself?

Go for it—you've earned them! Sharing is optional.

Pass Holders: **Friends**

YOUR TOP FIVE JUST GOT A RATE UPGRADE

Because we know it's hard to pick just one, select up to Five Friends to receive access to this exclusive rate.

IHG One Pass Friends Rate:



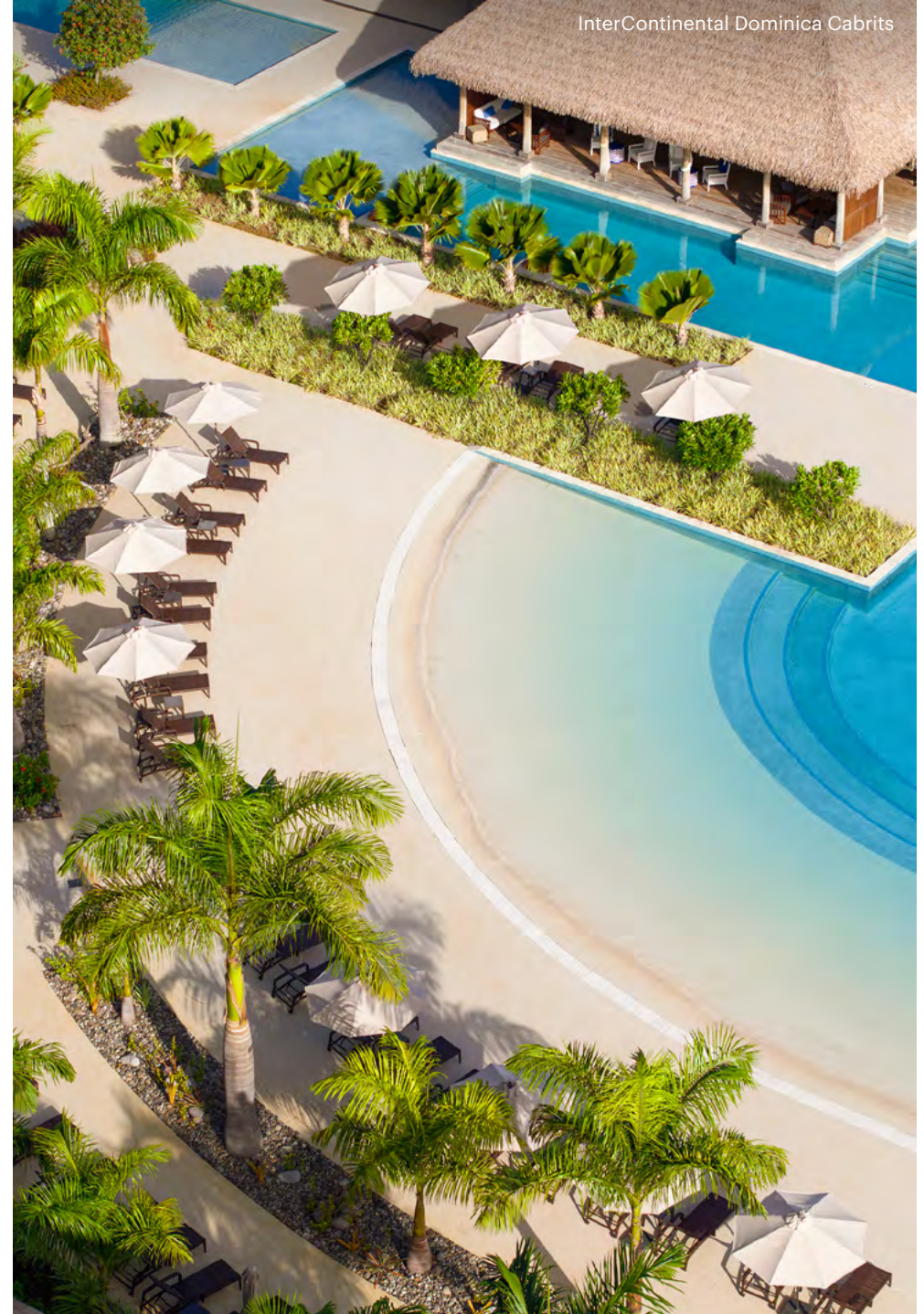
Up to 45% off stays at IHG-branded hotels around the world.

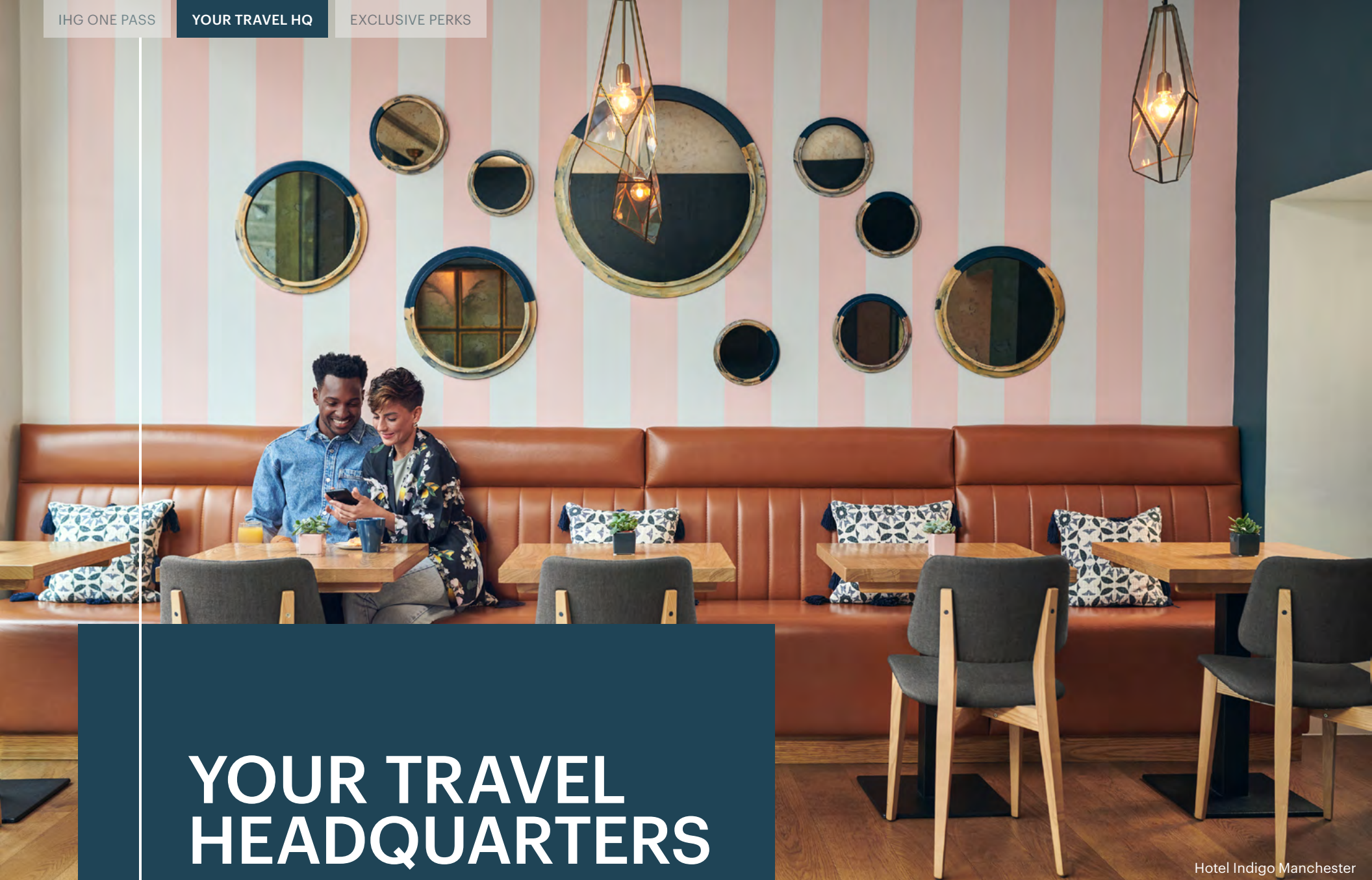


With IHG One Pass Rate, you and up to Five Friends can book a combined 50 nights per calendar year.

Want to keep all 50 nights to yourself?

Go for it—you've earned them! Sharing is optional.





YOUR TRAVEL HEADQUARTERS

Booking and Pass Holder Management

Hotel Indigo Manchester

HOW TO BOOK AN IHG ONE PASS STAY



GET STARTED

- 1 Join IHG One Rewards**
Not a member yet? Visit ihg.com/joinnow to enroll.
- 2 Make sure your IHG One Rewards member number is listed in your MyID profile**
 - This is required to access your IHG One Pass benefits.
 - Hotel colleagues will need their manager's help. Visit [this site](#) for directions.
- 3 Download the IHG One Rewards App**
 - Download the IHG One Rewards App and log in using your IHG One Rewards member number and password.
 - Create your travel wishlist and start planning your next adventure!

YOU'RE READY TO BOOK

- 1 Log in and start your search**
Enter your destination, travel dates, and number of guests.
- 2 Choose your rate preference**
Select "IHG One Pass Rate", "IHG One Pass Flex Rate" or "IHG One Pass Friends Rate" from the available options.
- 3 Complete your booking***
Choose your room, review the reservation details, and confirm your booking.

Flex for availability

IHG One Pass Rate offers the deepest discount available. If that rate isn't available, try selecting the IHG One Pass Flex Rate instead. While the rate discount is reduced, you still enjoy access to the 50% Food & Beverage Discount during your stay.

*The IHG One Pass Rate, IHG One Pass Flex Rate and IHG One Pass Friends Rate can only be accessed online at ihg.com or through the IHG One Rewards mobile app. See current terms and conditions for details.

Spread the love 

SHARE YOUR BENEFITS WITH THE PEOPLE YOU CARE ABOUT MOST!

Ready to start sharing?
Here's what you need to know:

1. Are they an IHG One Rewards member?
 - If not, direct them to sign up [here](#).
 - Let them know it's quick, easy, and free to enroll!
2. You'll need to collect the following information:
 - Their IHG One Rewards member number
 - The last name on their IHG One Rewards account
3. Encourage them to review the Terms
 - Once added, they'll receive an email with the IHG One Pass Program Terms & Conditions
 - If they decide they no longer want to participate after reviewing the terms, they can simply ask you to deactivate their Pass Holder status.
4. Recommend downloading the [IHG One Rewards App](#):
 - The app makes it easy to book hotels, track stays, and explore program benefits

Holiday Inn Club Vacations at Orange Lake Resort



START THE CONVERSATION ABOUT IHG ONE REWARDS

As you manage your group, take a moment to talk with your Pass Holders about the perks of IHG One Rewards. Our award winning loyalty program makes it easier for you to see the world and get rewarded while doing it.

From day one, members earn points for Reward Nights and get Late Check-Out (when available). Elite members unlock even more [perks](#) — there's something for every kind of traveler.

YOUR PASS HOLDERS, YOUR RESPONSIBILITY

Make sure you and your Pass Holders are following the rules.



Do:

- Be a responsible guest and colleague.
- Act professionally at all times.
- Educate your family and friends on proper behavior and program rules.
- Treat hotels and team members with respect— as if you were at your own property.
- The person who made the booking must be present for the entire stay, whether a colleague, Plus One, or another Pass Holder.
- Follow program limits on rooms and nights per stay.
- Use a valid credit card to guarantee bookings and pay all balances, including no-show or late cancellation fees.
- Enjoy the program responsibly—your actions help protect this benefit for all.



Don't:

- Don't misuse the program.
- Don't be disrespectful to hotel colleagues or guests.
- Don't damage hotel property or disturb other guests.
- Don't host parties (unless previously arranged) or make excessive noise.
- Don't sell or trade your IHG One Pass Rates.
- Don't book for others using IHG One Pass Rates.
- Don't maintain multiple IHG One Rewards accounts.
- Don't use invalid credit cards or leave balances unpaid.
- Don't post feedback publicly—use internal channels instead.

MANAGE PASS HOLDERS AND ANNUAL BOOKING LIMITS

Pass Holders can not track bookings against the annual booking limit for the IHG One Pass program rates. All tracking happens within **The Pass Holder Management & Tracking Portal**, so it's up to the IHG colleague to manage and communicate to their Pass Holders how many nights are left.

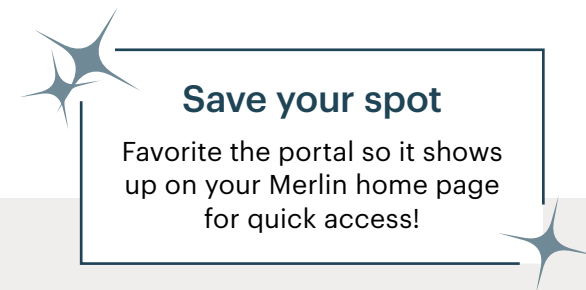
KEEP YOUR PASS HOLDERS ON TRACK

As the IHG colleague, you're the go-to person for your Pass Holders. Help them understand the IHG One Pass program and encourage them to choose IHG-branded hotels. Your Pass Holders represent you, so choose wisely!

Things don't always go as planned, but you can use the Pass Holder Management & Tracking Portal to remove Pass Holders at any time.

PASS HOLDER MANAGEMENT

Use the Pass Holder Management & Tracking Portal to share your IHG One Pass benefits with your favorite people.



1 Access the Pass Holder Management & Tracking Portal

Make sure your IHG One Rewards member number is listed in your MyID profile. Hotel colleagues will need their manager's help. Visit [this page](#) for directions. This is required to access your IHG One Pass benefits.

2 Add your Pass Holders

Click "Get Started" in each section to begin sharing your benefits with friends & family. To add someone, you'll need to ask for:

- Their IHG One Rewards member number
- Their last name
 - Must match the name on their account
 - Must be in Romanized letters

3 Validation

Our IHG systems confirm that Pass Holders meet these criteria:

- They have an open and active IHG One Rewards account
- They've added all the required information on their IHG One Rewards account (including last name)
- They are not an IHG colleague themselves
- They have not been selected by another IHG colleague

4 Confirm and celebrate

- Once your Pass Holder is validated by IHG systems, you can click "Confirm" to officially add your Pass Holder
- Once confirmed, they'll receive a confirmation email from IHG One Rewards
- Plans change, and that's okay. You can remove Pass Holders anytime using the Pass Holder Management & Tracking Portal



EXCLUSIVE PERKS

It's so much more than
a room discount.

Kimpton Rowan Palm Springs

EXCLUSIVE PERKS, FOR ALL COLLEAGUES

Explore, Save, Repeat

IHG One Pass Catalog:

Explore the exclusive IHG One Pass Catalog, where IHG colleagues get up to 30% off all merchandise.

More Nights, Fewer Points

Reward Night discounts:

Stretch your IHG One Rewards points even further with exclusive colleague discounts on Reward Nights. Be on the lookout for these promotions throughout the year.

Luxury, Upgraded

InterContinental Ambassador membership:

Elevate your stay with an exclusive colleague discount on InterContinental Ambassador.





Holiday Inn Express & Suites Morrow Atlanta South

Hotel General Managers:

ENJOY THE COMFORTS YOU CREATE

Thank you for the dedication and leadership you bring every day as a General Manager.* We're proud to recognize your commitment by rewarding you with IHG One Rewards Platinum Elite status.

Enjoy benefits like:



60% Bonus Earn on Qualifying Stays



Welcome Amenity Choice at Check-In



Early Check-In and Complimentary Upgrades when available



And more!

*Must be employed at an open IHG-branded hotel for 90 days.

A wide-angle photograph of a modern, curved balcony at a resort. The balcony features a wooden deck, two lounge chairs with white cushions, a small round table with a vase of flowers, and a white freestanding bathtub. A glass railing runs along the edge of the balcony. In the background, the ocean stretches to the horizon under a dramatic sunset sky with orange and blue hues. The balcony is part of a building with large glass windows and a curved roofline.

GO AHEAD—EXPLORE,
CONNECT, AND CELEBRATE
WITH IHG ONE PASS.

IHG  ONE
REWARDS

ONE PASS