

Hi [Client's First Name],

Your Holland America Line cruise is right around the corner — and it's time to complete your **online check-in** to ensure a smooth and easy embarkation!

Online check-in opens **90 days prior** to your cruise and must be completed **no later than 72 hours before sailing**.

Below are the step-by-step instructions to get checked in and cruise-ready:

Step 1: Log In or Create Your Holland America Account

Visit the Holland America website here:

👉 https://www.hollandamerica.com/en_US.html

Click on “**Sign In / Create Account**” in the top-right corner.

- If you already have an account, just log in.
- If not, click “**Create an Account**” and follow the prompts.

Step 2: Link Your Booking

Once logged in:

- Navigate to “**My Booking**”

- Enter your **Booking Number**: [INSERT BOOKING NUMBER]
- Confirm your cruise details are correct

Step 3: Complete Online Check-In

You'll be guided through several key steps:

- ✓ Personal Information
- ✓ Passport & Travel Documentation
- ✓ Emergency Contact Details
- ✓ Set Up Onboard Account (credit card required)
- ✓ Upload a Security Photo
- ✓ Select Your Arrival Appointment Time

Each section must show as **Complete** before you're officially checked in.

Step 4: Download the Holland America Navigator App

The **Navigator App** is your digital companion for everything onboard.

Download it via the **App Store** or **Google Play** to:

- Access your boarding pass and stateroom info
- Reserve dining and shore excursions

- View the daily schedule of events and activities
- Chat with travel companions onboard

It's free and easy to use!

Step 5: Print or Save Your Boarding Pass & Luggage Tags

Once check-in is complete:

- **Download or print your boarding pass and luggage tags**
- These can also be accessed through your online account or the Navigator app

If you have any questions or run into any issues, don't hesitate to reach out — I'm here to help make your trip as seamless and enjoyable as possible.

Wishing you calm seas, delicious meals, and unforgettable adventures ahead!