

Hi [Client's First Name],

Your Celebrity Cruises vacation is just around the corner — and it's time to complete your **online check-in!** This will help speed up embarkation and ensure everything is smooth and seamless on your sail date.

Online check-in opens **45 days prior to sailing** and must be completed **no later than 3 days before departure.**

Below are the easy steps to guide you through the check-in process:

Step 1: Log In or Create a Celebrity Account

Visit the Celebrity Cruises login page here:

<https://www.celebritycruises.com/account/signin>

- If you **already have an account**, log in with your credentials.
- If you're new to Celebrity, click "**Create Account**" and follow the prompts.

Step 2: Access Your Cruise Reservation

After signing in:

1. Navigate to “**My Trips**” or “**Upcoming Cruises.**”
2. Enter your **Booking Number:** [INSERT **BOOKING NUMBER**]
3. Confirm all cruise details are accurate.

Step 3: Complete the Online Check-In Sections

Celebrity will walk you through each of these steps:

- ✓ **Guest Information**
- ✓ **Travel Documents** (passport or ID details)
- ✓ **Emergency Contact Info**
- ✓ **Payment Method for Onboard Purchases**
- ✓ **Security Photo Upload**
- ✓ **Select an Arrival Time at the Terminal**

Each section must show as “**Complete**” before you’re officially checked in.

Step 4: Download the Celebrity Cruises App

The **Celebrity Cruises app** is the easiest way to manage your check-in, boarding documents, and cruise experience.

Use the app to:

- Complete or edit your check-in
- View and save your **Xpress Pass** (boarding pass)
- Reserve dining, shore excursions, and onboard activities

Available on the [App Store](#) and Google Play

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

- After check-in, download or print your **Xpress Pass** and **luggage tags**
- These can also be found in the app under your sailing details

If you need assistance with any of the steps, just let me know — I'm always happy to help!

Can't wait to send you off on your Celebrity getaway!