

Hello (CLIENT NAME),

Your Princess Cruise adventure is getting closer — and it's time to complete your **online check-in!** This important step ensures a faster and smoother embarkation process at the port.

Online check-in is available **from 30 days up to 24 hours before your cruise departure.**

Below is everything you need to know to complete the check-in process:

Step 1: Log In or Create Your Princess Account

Visit the Princess Cruises website here:

<https://www.princess.com/my-princess/login/?src=https://www.princess.com/en-us>

- If you **already have a Princess account**, simply log in.
- If you **do not have an account**, click “**Create Account**” and follow the prompts to set one up.

Step 2: Access Your Booking

Once logged in:

1. Navigate to “**My Cruises**” or “**Upcoming Cruises.**”
2. Enter your **Booking Number: (BOOKING NUMBER)**
Your room category and individual reservation numbers is:
(RESERVATION NUMBER)
3. Verify that all cruise details are correct.

Step 3: Complete the Required Check-In Information

You'll be guided through several sections — make sure to complete all of them:

- Personal Information**
- Travel Documents (passport info, etc.)**
- Emergency Contact Info**
- Payment Method for Onboard Expenses** (set up your onboard account)
- Health and Safety Questions**

Make sure each section shows as "**Complete**" when you're finished.

Step 4: Download or Print Your Boarding Pass & Luggage Tags

- After completing all check-in steps, download and print your **boarding pass** and **luggage tags**.
- These documents are also accessible anytime by logging into your Princess account.

If you run into any issues or have questions along the way, don't hesitate to reach out — I'm happy to assist!

Can't wait to help you set sail with Princess!