

Coupon Handling | Manage My Booking Update

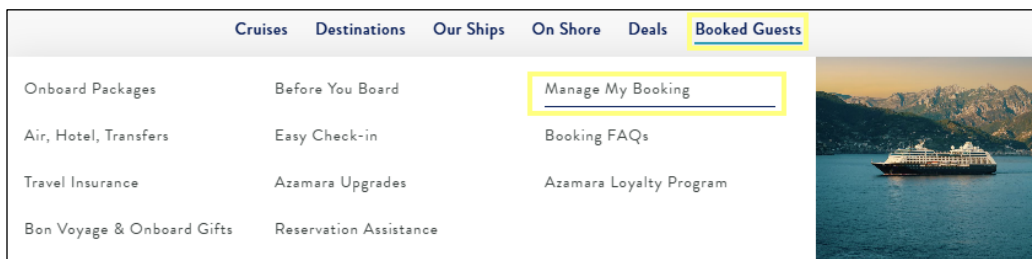
Effective Date: September 27, 2025

Process Guide



Step 1

- Go to Azamara.com
- Click Booked Guests
- Click Manage My Booking



Step 2

- Enter the guest's reservation details
- Ensure the sailing date is entered in DD/MM/YYYY format

Welcome to your booking

Review your booking by entering the booking(Res) number, last name and sailing start date

Res#

Last Name

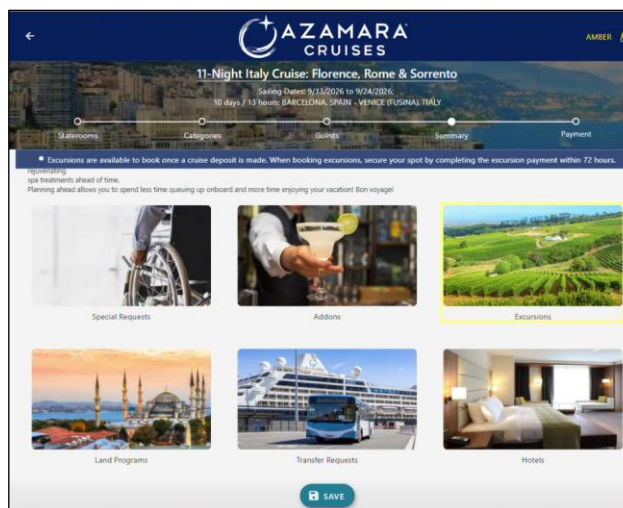
Sailing start date

Trouble finding your details? Your booking number will be on your booking confirmation email.

Find Booking

Step 3

- Once the booking loads, scroll down to the Excursions section



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Step 4

- Find the desired excursion and click Add

Marseille On Your Own

Location: PROVENCE (MARSEILLE), FRANCE
 Date: 9/14/2026 8:45 am
 Duration: 4h
 Interest: SIGHTSEEING

Visit the splendid port city of Marseille, in the romantic south of France. Upon arrival, you are free to stroll the Vieux Port, the old town with lively shops and restaurants set along the picturesque harbor with yachts bobbing in the water.

Price: USD \$ 84 **Add**

Step 5

- A pop-up will prompt you to select which guest(s) will participate
- Check the applicable names and click Apply
- Repeat Steps 4 and 5 for any other excursions the guest wishes to book

Marseille On Your Own

All Guests ☐

#1 Mrs AMBER BOYER ☒

#2 TEST TEST ☐

Price from: **USD \$ 84**
 Total: **USD \$ 84**

Close **Apply**

Step 6

- Scroll back to the top of the reservation screen
- Click Pay Now

AZAMARA CRUISES

11-Night Italy Cruise: Florence, Rome & Sorrento
 Sailing Dates: 9/13/2026 to 9/24/2026
 10 days / 13 hours: BARCELONA, SPAIN - VENICE (FUSINA), ITALY

Staterooms Categories Guests Summary **Payment**

• Excursions are available to book once a cruise deposit is made. When booking excursions, secure your spot by completing the excursion payment within 72 hours.

Your Reservation

Res# 10224753 Stateroom # 4000 Created: Sep 28, 2025 1:50 pm Status: BOOKED

Enter Booking Code Discount Coupons

Invoice Total: USD \$ 10,740 **Invoice** Amount Due: USD \$ 10,602 **Pay Now**

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Step 7

- Select the guest whose Onboard Credit (OBC) will be applied
- Check the boxes confirming:
 - “Terms of Use”
 - “I have read and agree to Azamara Cruise Ticket Contract Terms and Conditions”
- Use the dropdown menu to change “Pay Deposit Only”

A screenshot of the 'Payment Options' dialog box. The title bar is dark blue with a close button (X). The main area is white. On the left, it says 'Please select a payer:' followed by a dropdown menu showing 'Mrs AMBER BOYER'. To the right of this are two radio button options: 'Pay deposit only' (which is selected and highlighted with a yellow border) and 'Pay total amount USD \$ 10,602'. At the bottom left, there are two checkboxes: 'Terms of Use' and 'I have read and agree to Azamara Cruise Ticket Contract Terms and Conditions', both of which are highlighted with yellow borders. At the bottom right, it says 'Total to Pay: USD \$ 0'. At the very bottom, there are three buttons: 'Cancel', 'Invoice', and 'Apply'.

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Step 8

- In the payment summary, check the box next to the Shore Excursion line showing the total amount being charged
- Click Apply

Payment Options

Please select a payer:
Mrs AMBER BOYER

☒ Pay deposit only
USD \$ 84

☒ SHORE EXCURSION
Amount due of USD \$ 84 on 10/1/2025

☐ FIRST DEPOSIT
Amount due of USD \$ 1,100 on 10/5/2025

☐ Pay total amount
USD \$ 10,602

☒ Terms of Use

☒ I have read and agree to Azamara Cruise Ticket Contract Terms and Conditions

Total to Pay: USD \$ 84

Cancel Invoice Apply

Step 9

- Click Apply again when prompted

← AZAMARA CRUISES AMBER 8

11-Night Italy Cruise: Florence, Rome & Sorrento

Sailing Dates: 9/13/2026 to 9/24/2026;
10 days / 13 hours: BARCELONA, SPAIN - VENICE (FUSINA), ITALY

Staterooms Categories Guests Summary Payment

Would You Like To Apply Your Available Onboard Credits?

OBC COUPON Applicable: USD \$ 84 Apply

Back Pay Now

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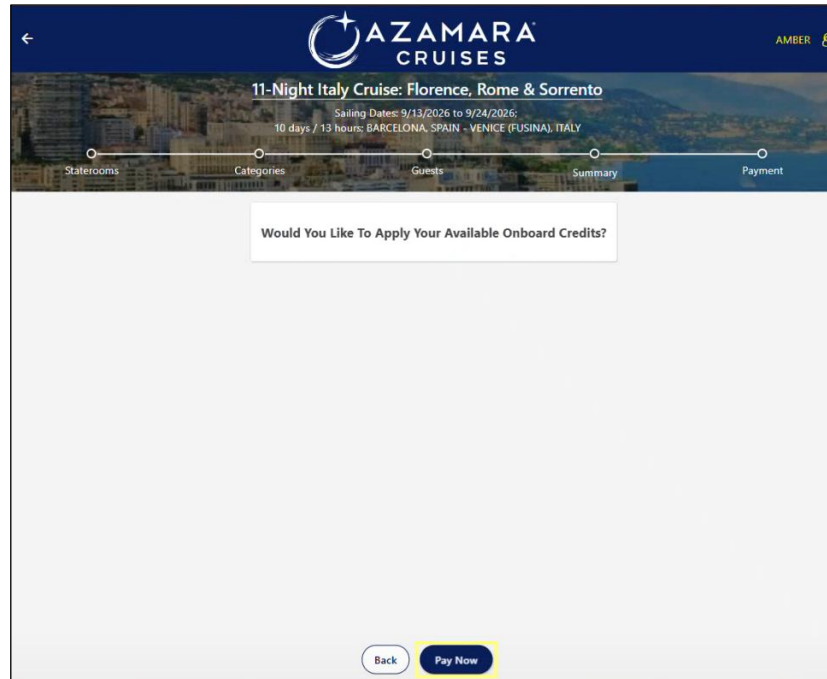
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Step 10

- Click Pay Now



Step 11

- After completing payment, you'll return to the main reservation screen
- Scroll to the top and click Save
- Excursion(s) are now booked and paid using OBC

