End User How-To Guide

Welcome to the Disney Hospitality Days program. There are three simple steps for requesting your Disney Hospitality Days pass – LOGIN, REGISTER and SUBMIT. You will need your company’s unique code (which can be obtained from your manager) and your valid photo ID to sign up.

LOGIN

Enter your company’s unique Company Code and click ‘Login’.

REGISTER

Enter the correct information in each of the boxes provided, including:

- Full name - Please enter information exactly as it appears on your US Government-issued photo ID. (This will help streamline your experience at the park entrance.)
- Home address
- Phone number
- E-mail address
- Date of birth
- Job title (Select the position closest to your own.)

Read the Disney Hospitality Days Pass Entitlements carefully.

Verify your correct company information is displayed and check the box stating you are requesting your new pass.

Double check all your information. Changes cannot be made once a request is submitted!

SUBMIT

Click ‘Submit Ticket Request’.

A pop-up box will be displayed asking you to review your information. Click ‘Cancel’ to make changes, or ‘OK’ to submit your request.

You will receive a confirmation number. Print this page or write down your number as this will allow you to return to the website later and check the status of your request.

Congratulations! You have just submitted your request for a Disney Hospitality Days pass. Pass requests are processed on a quarterly basis in January, April, July and October. All requests submitted and approved by the 15th of each fulfillment month will be processed in that quarter. Tickets will be delivered directly to your company approximately 4 weeks after the close of each request period and will be distributed by your company Hospitality Days contact.

Please refer to the Frequently Asked Questions and Help tabs on the DisneyHospitalityDays.com website if you need further assistance.

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