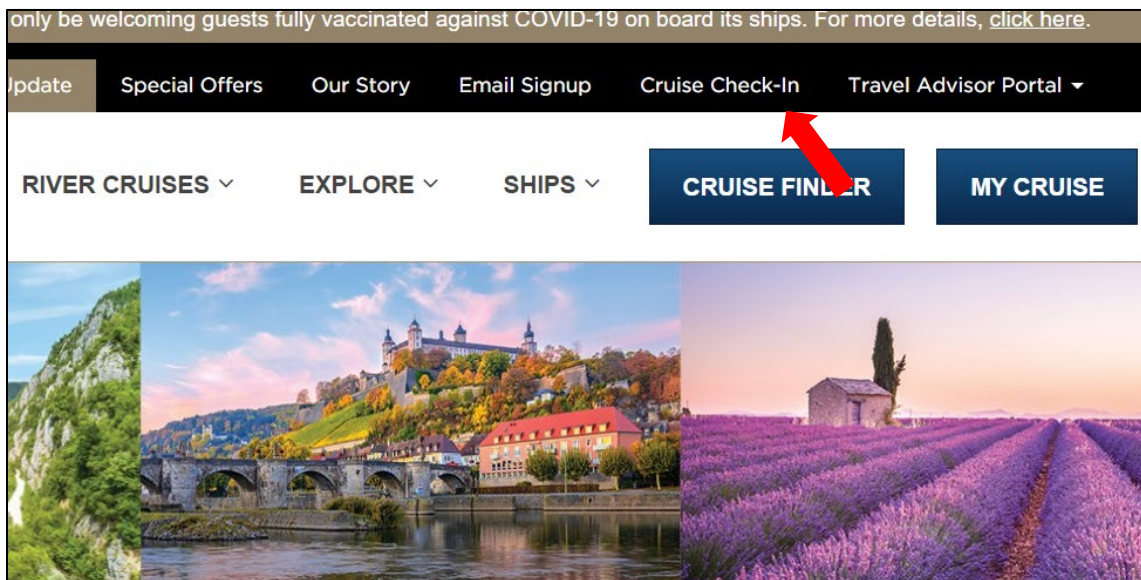


Uploading Your Proof of Vaccination in your Online Cruise Check-In

Step-by-Step Instructions

1. Go to www.amawaterways.com and click on “Cruise Check-In” on the top right-hand part of your screen.



2. Log into your Cruise Check-In using your Booking Number and Last Name. You will be asked to **verify your birthdate** during this process and every time you visit this page.

Welcome to
YOUR CRUISE CHECK-IN

Thank you for choosing AmaWaterways

We look forward to welcoming you on board! Please take few minutes to check in for your cruise by entering your booking passport handy for this process.

By checking in, you can:

- » Ensure that your personal information is correct
- » Provide important emergency contact information
- » Upload your vaccination card
- » Download your Electronic Travel Documents within 30 days prior to departure
- » Complete our Health & Contact Tracing Questionnaire (recommended 7 days prior to departure)

BOOKING NUMBER

LAST NAME



3. On the next screen, you will find our opening letter. After reviewing the letter, please click **Continue**.

Welcome to
YOUR CRUISE CHECK-IN

Dear Valued Guest

We are delighted that you have chosen AmaWaterways for your upcoming river cruise vacation. We look forward to creating wonderful new memories with you on board.

Once your reservation has been confirmed, please enter your personal details, including emergency contact information and email address in order to receive essential notifications about your trip. Independent flight information is required within 45-30 days prior to departure.

In preparation for your sailing, we would like to inform you that enhanced [health and safety protocols](#) are in place. We require all guests to wear face coverings when moving through interior spaces on board. In addition, effective immediately, we are welcoming fully vaccinated guests on board its ships.

With this in mind, we kindly ask that you carefully fill out and submit the **HEALTH AND CONTACT INFORMATION FORM** **and 7 days prior to your arrival at the ship**, or to your arrival at the hotel if you have added an optional hotel reservation.

You will also be asked to upload your vaccination card. Please note that you will be required to provide proof of vaccination upon your arrival. We also recommend all guests take a PCR test within 72 hours prior to departure and provide a negative result with them on their sailing, as a precautionary measure.

As the European Union travel requirements for entry are still subject to change, we ask you to refer to our website, where we will update all entry requirements as they are announced.

We are counting down the days until your journey begins and are thrilled that you will be sailing with us.

4. After clicking Continue, you will be asked to acknowledge whether you are checking in for yourself or you are a travel advisor checking in for your guest. Click **Acknowledge** to move forward.

Welcome to
YOUR CRUISE CHECK-IN

You are acknowledging that you are checking in as?

I am checking in for myself.

I am checking in as a travel advisor on behalf of my guest(s).



- Next, you will be asked to **verify your email address**. After typing your email address in the box, click **Send Email**. Within minutes, you should receive an email from AmaWaterways with a code you will need to enter on the next screen before moving forward.

Welcome to
YOUR CRUISE CHECK-IN

Please enter a valid email address below. A 6-digit code will be delivered to your email to

Email:

By submitting, I understand I am opting in for email communications regarding my travel with AmaWaterways, including emails containing my final Electronic Travel Documents, a reminder to pre-register for a COVID test to return home, and contact tracing. You will also receive emails prior to your embarkation reminding you to complete/update your Health Questionnaire.

AmaWaterways has a Privacy Policy that protects my personal information. Read [Privacy Policy](#). You may also read our [Cookie Policy](#) [here](#).

Send Email

- After receiving the email from AmaWaterways, **type your 6-digit validation code** in the box below. This must be done within 60 minutes of receiving your email or the code expires and you will be asked to verify your email address again.

Welcome to
YOUR CRUISE CHECK-IN

Please enter your 6-digit validation code here. A code has been sent.

6 digit code:

Validate

7. After verifying your email address, you will need to **answer two questions about your vaccination status and whether you would like us to coordinate a PCR or Antigen test** prior to your return flight home.

Welcome to
YOUR CRUISE CHECK-IN

Are you fully vaccinated against Covid-19?

Yes
 No
 I Will be By The Time Of Cruise

Should you require a PCR or Antigen test within 72 hours of your return flight, AmaWaterways during our post-cruise land packages. Would you like AmaWaterways to facilitate your PCR or Antigen test?

Yes
 No

8. If you click “Yes” to being fully vaccinated against Covid-19, you will then be able to **upload both the front and back of your proof of vaccination**. **Please Note:** Even if the back side of your vaccination certification is completely blank, you may wish to take a photo of the back and upload it for peace of mind.

Are you fully vaccinated against Covid-19?

Yes
 No
 I Will be By The Time Of Cruise

Front of Vaccination Card

No file chosen

Back of Vaccination Card

No file chosen

Saved Files **Saved Files**

If you have not yet been fully vaccinated against Covid-19 and need to upload your vaccination card at a later date, you will be able to **click on Health Questionnaire** upon later logging into your Cruise Check-In, as noted in the screenshot below:

MARY TEST

Cruise Check-In: **INCOMPLETE**

View Details

Begin

Shore Excursion Registration

In order to register for your shore excursions, please complete the online check-in above and ensure that your booking is paid in full.

Health Questionnaire: **SUBMITTED**

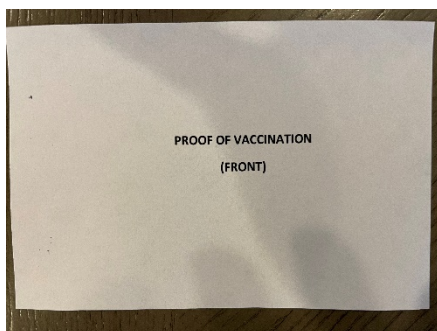
Health Questionnaire

How to Take and Save Your Vaccination Card/Certificate Photos

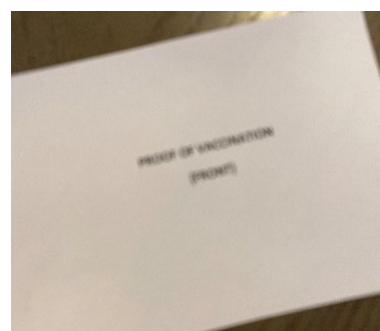
9. **Take the Photos.** Use your mobile phone, iPad/tablet or digital camera to take one photo of each side of your vaccination card. **Please be sure the photos are clear and close up and that all the information on your vaccination card is legible.** Be careful with shadows that may be created while taking your picture.

SAMPLE PROOF OF VACCINATION PHOTOS

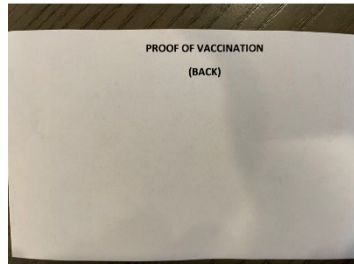
Acceptable Photo



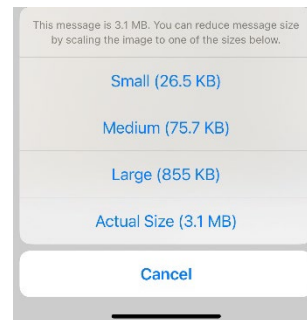
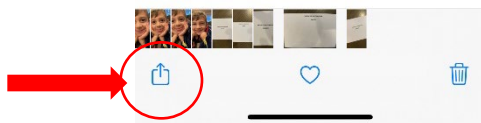
Unacceptable Photo



10. **Email the photos to yourself.**

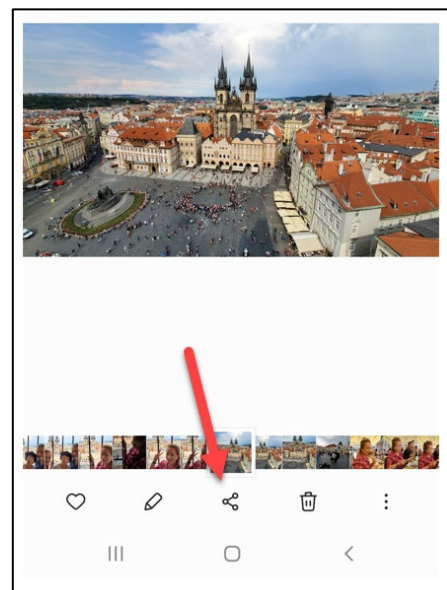


On an iPhone, you can do this by viewing your photos and clicking the icon at the bottom of your screen with the arrow on it. (See image at left) Then choose “Mail” and type in your email address. Send the photos at Medium size or above.



On an Android Phone, when viewing your image, click the icon with the three circles to send it to your email as shown in the screenshot at right.

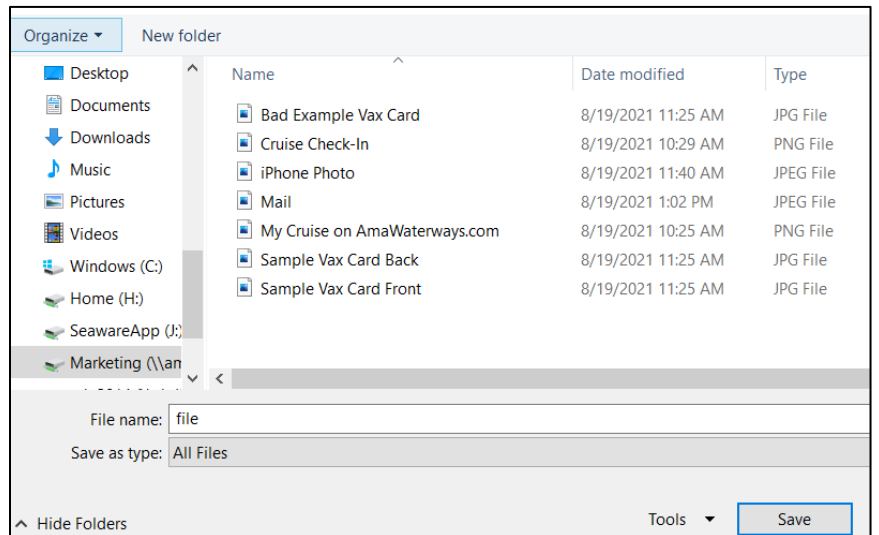
Alternatively, after taking your photos, you can touch “Menu”, tap “Gmail” to launch your email, press the “Menu” button and touch “Compose.” Type in your email address in the “to” field, press “Menu” again and touch “Attach.” Touch the photo to attach it to the email and press “Send.”



11. **Save Your Photos.** Open your email and save your photos to your computer. You can do this by clicking on the arrow next to the file attachment as shown below, or by using your mouse to right-click the photo if you see the image within the body of your email. For both options, you will want to **choose “Save As.”**

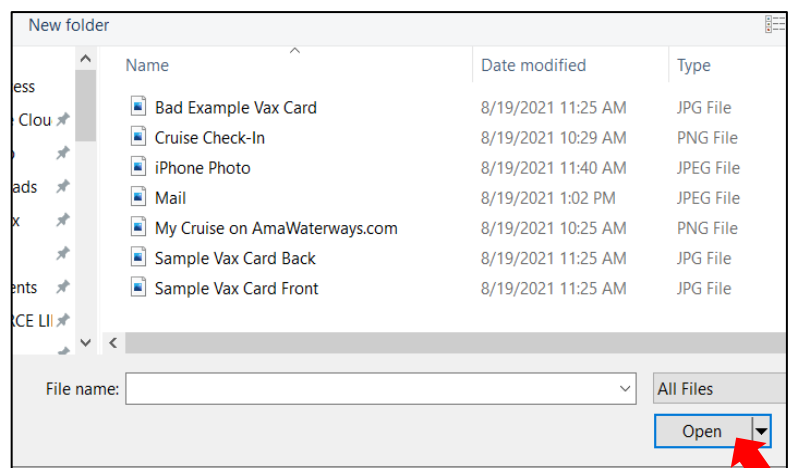


12. **Select the folder or location where you wish to save your image files** and be sure you know where each one is located. **Rename each photo** so you know which image is the **Front** of your vaccination card and which image is the **Back**. Click Save after choosing the location and renaming each image.



Uploading Your Proof of Vaccination

13. **Return to your Online Cruise Check-In** to upload your proof of vaccination. Click on **“Choose File”** and use the File Explorer to locate the photos you have saved on your computer. Once you have found the Front of your vaccination card, click **Open** and then **Upload**. Repeat the same steps for the Back of your vaccination card.



14. Once you have clicked Upload for both files, **the process of uploading your vaccination card is complete.** Your screen will look similar to the image below and you can click **Submit** to move on with the rest of your Online Cruise Check-In.

If there are any issues with the files you have submitted, an AmaWaterways representative will contact you and your travel advisor to assist.



Have a wonderful journey!