

Sertifi Closing Pro for Amadeus Sales & Event Management – Advanced

Customer Check List

Sertifi Support Center: [Support Center](https://support.sertifi.com/Content/Home.htm)

**☐ Send the property names and logos to your Sertifi Customer Success Manager**

**☐ Contact your Amadeus Sales & Event Management – Advanced Administrator**

* Have your administrator work with your Sertifi Customer Success Manager to manage the [Sertifi for Amadeus installation](https://support.sertifi.com/Content/Integrations/Amadeus%20Hospitality/Sertifi%20for%20Amadeus.htm)

**☐ Update your contract templates with Sertifi Intelligent Tags**

* + Sertifi Intelligent Tags add the ability to collect signatures and other information from your signers on your contract documents.
  + Learn more about [Sertifi Intelligent Tags](https://support.sertifi.com/Content/Sertifi%20Portal/Documents/Tagging/Sertifi%20Intelligent%20Tags.htm)
  + Add Intelligent Tags to your contract templates.

**In your Sertifi portal(s) you receive from your Customer Success Manager:**

**☐ Adjust Default Reminders in your Sertifi portal(s), as needed**

* + Default Reminders and Notifications are set on your portal to automatically send signing and payment reminders to your participants.
  + Learn more about the default settings for [Reminders and Notifications](https://support.sertifi.com/Content/Sertifi%20Portal/Roles/Super%20Admin/Account%20Settings/Reminders%20&%20Notifications%20-%20Super%20Admin.htm).
  + Navigate to **Administration** > **Account Settings** > **Default Reminders** to make any updates.

**☐ Enable Real Time Updates in your Sertifi portal(s)**

* + Enabling real time updates pushes your file sends to your Sertifi portal for storage and enables additional portal settings.
  + Learn more about the process to enable [Real Time Updates](https://support.sertifi.com/Content/Integrations/Amadeus%20Hospitality/Install%20and%20Setup/Enabling%20Real%20Time%20Updates.htm)

**☐  Schedule a training call with your Sertifi Customer Success Manager**

* Send your Customer Success Manager an email letting them know you've completed this checklist.
* Include dates and times that work for you and your team to complete a 1-hour training.

If you have any questions or issues when completing these items in your Sertifi Portal please don’t hesitate to reach to Sertifi Support at [support\_ticket@sertifi.com](mailto:support_ticket@sertifi.com) or click the support link in the right hand corner of your Sertifi Portal.