

May 8<sup>th</sup>, 2019

CBRE Hotels' Americas Research has launched login enhancements that will change how you login to the Property Information Portal ([pip.cbrehotels.com](http://pip.cbrehotels.com)). Our streamlined login process will enable faster logins, and convenient password and account management.

We have prepared the following resource guide with step-by-step instructions. Prefer to talk with someone? We're here to help. Please contact a member of our team at (855) 223-1200, or by email at [websales@cbre.com](mailto:websales@cbre.com).

## What's changing?

Our upgraded system utilizes Single Sign-On (SSO) technology that recognizes if your computer has been used before to access [pip.cbrehotels.com](http://pip.cbrehotels.com). You will now use **YOUR MICROSOFT ACCOUNT (MSA)** login page to sign-in to [pip.cbrehotels.com](http://pip.cbrehotels.com), and then complete a **ONE TIME** registration on our website. Once recognized on that device, you will remain logged in.

## When is this change happening?

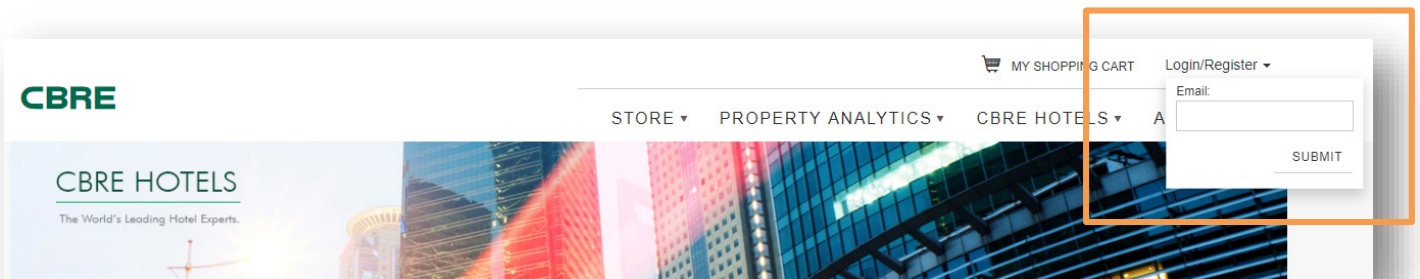
The upgraded login process will go into effect for all users on **Wednesday, May 8<sup>th</sup>, 2019**. There will be scheduled website maintenance, **Wednesday, May 8<sup>th</sup>, 2019**, from 9pm EST – 10pm EST while we activate the new login. During this time, Property Information Portal access will be unavailable.

## What do I need to do?

Follow the step-by-step instructions below:

### Step 1:

- Navigate to [pip.cbrehotels.com](http://pip.cbrehotels.com).
- Click on "Login/Register" in the upper right hand corner.
- Enter the email address you gave us when you first signed up to use the PIP. For most users, this will be their corporate email address.
- Click "Submit."

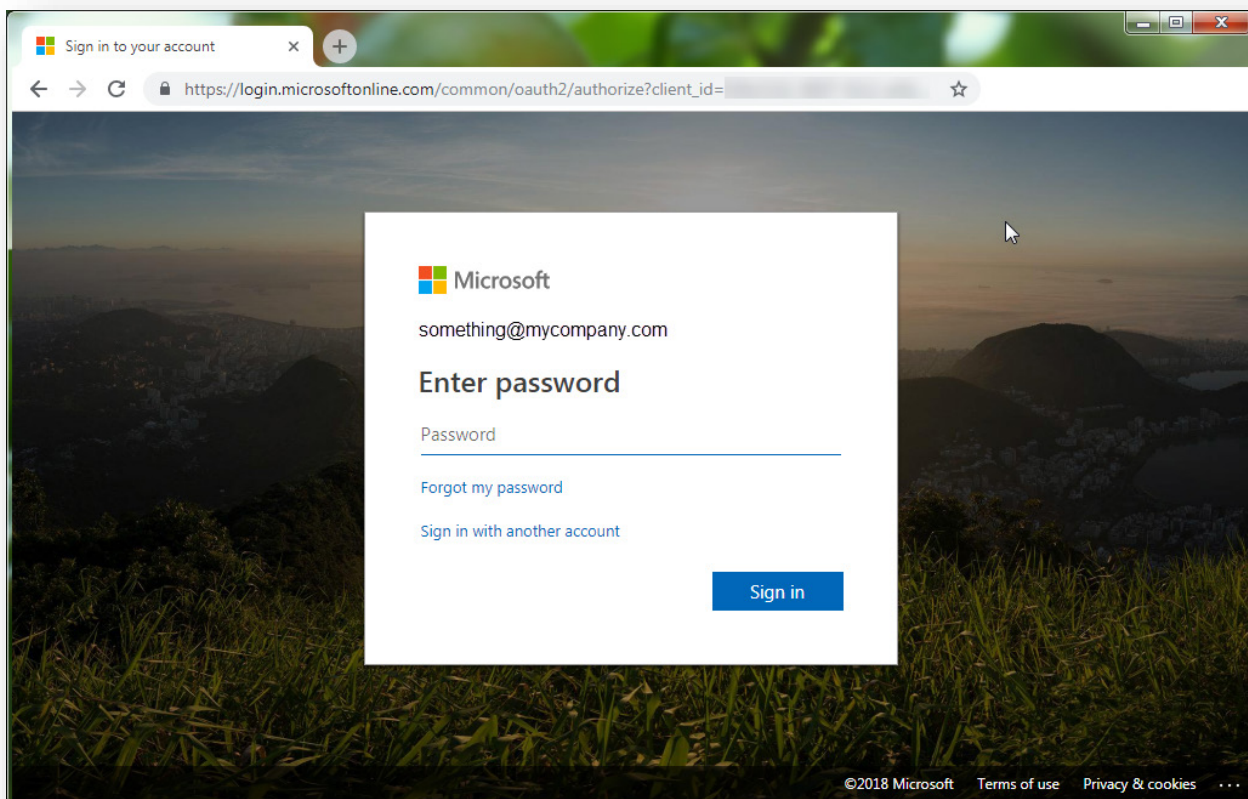


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## Logging in with Your Microsoft Account (MSA)

### Step 2:

- Once directed to the Microsoft sign-in page, enter your email if prompted.
- Enter your password. This is the password associated with your MSA email address. **If you lock yourself out of your account, or need password reset assistance, click "Forgot my password."**
- Click "Sign-in."

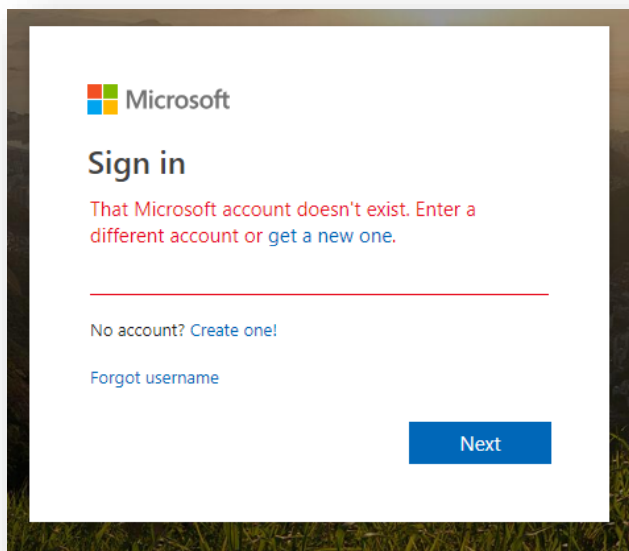


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## Logging in with Your Microsoft Account (MSA) – **Creating an Account**

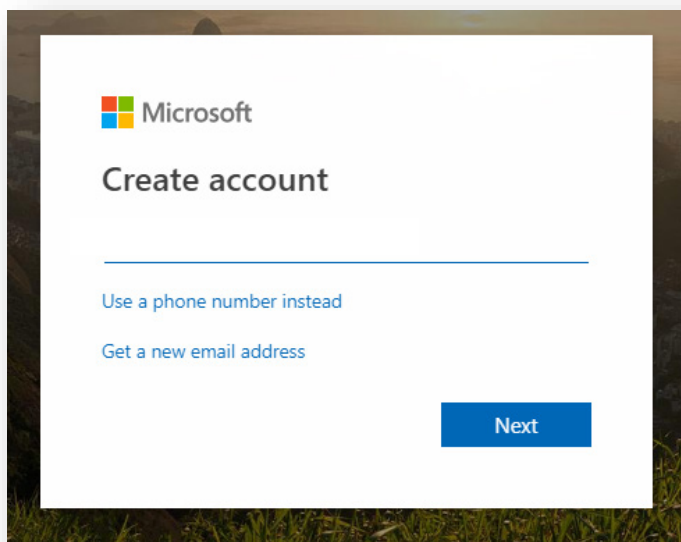
### Step 2.1:

- If no MSA account exists, create one by following the provided prompts. **If you have an existing account. Skip steps 2.1 – 2.4**
- Click “Create one!”
- Enter the email address you gave us when you first signed up to use the PIP. For most users, this will be their corporate email address.
- Click “Next.”



### Step 2.2:

- Enter the email address you gave us when you first signed up to use the PIP. For most users, this will be their corporate email address.
- Click “Next.”



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### Step 2.3:

- Create a password
- Click "Next."

### Step 2.4:

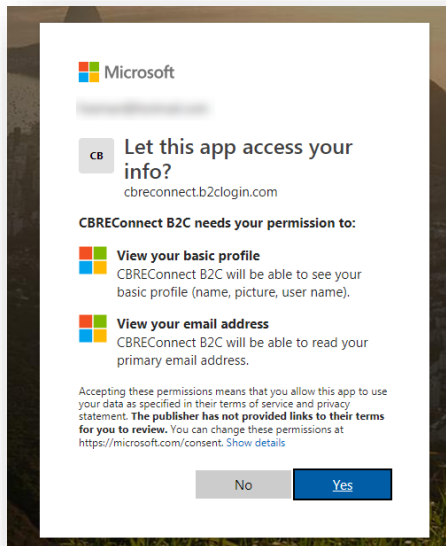
- Verify your email by providing the verification code sent to that email address.
- Enter code.
- Click "Next."

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## Logging in with Your Microsoft Account (MSA)

### Step 3:

- Once authenticated, you must grant CBRE permission to use your email address and name. This step is required **one time only**.
- Click "Yes."



### Step 4:

- Register your account with the new pip.cbrehotels.com system. This step is required **one time only**.
- Complete the fields provided; Display Name, First and Last Name, Mobile, Company Name, Accept CBRE's Terms and Conditions and Privacy Policy.
- Click "Register."
- You will now be redirected to pip.cbrehotels.com homepage, and will be logged in. **No other action is required.**