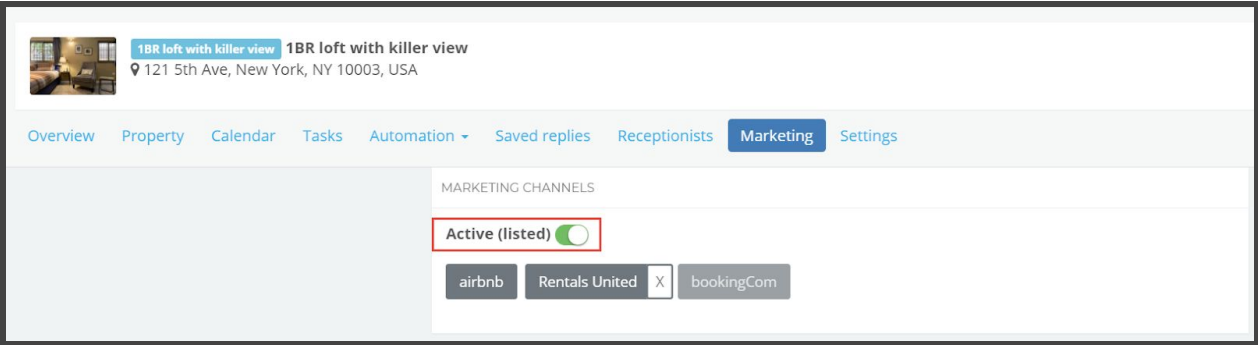


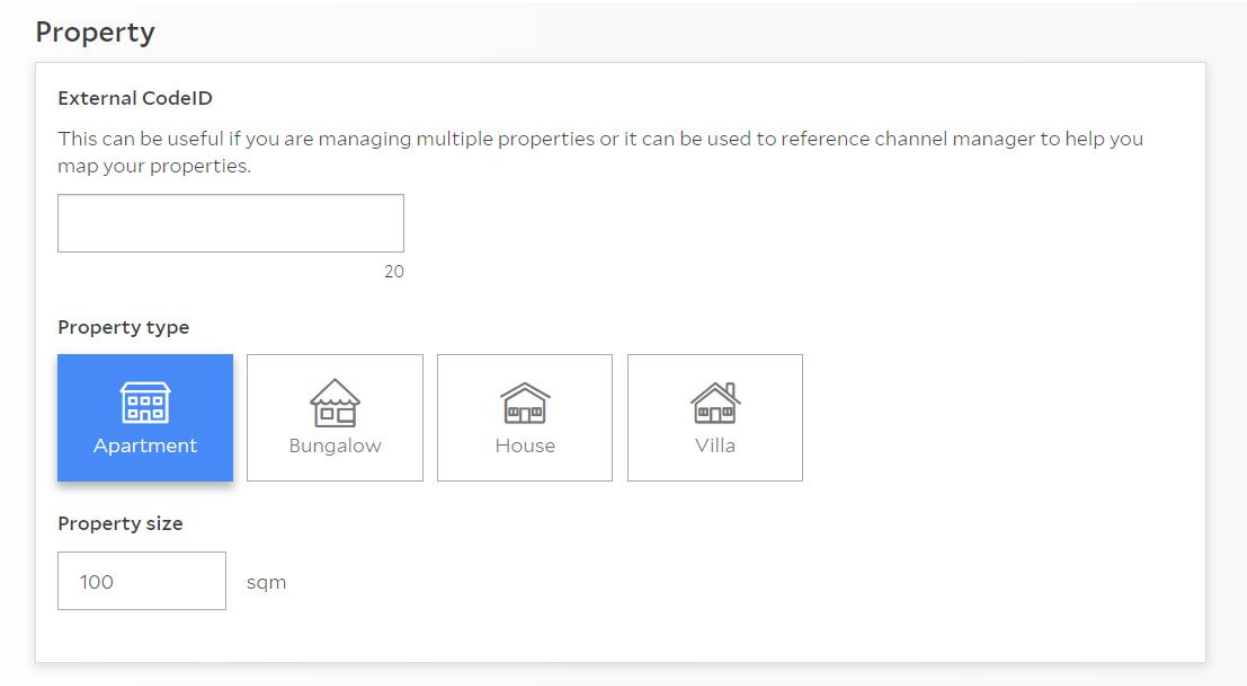
# How to adjust your settings in Agoda to integrate with Guesty

Before Guesty & Agoda can be fully synced, it's important that the information between the two platforms is aligned. Here are 5 things you should check before connecting your Agoda listings:

- 1. **Make sure your Guesty listing is active:**  
From your Guesty dashboard, go to "Listings" then select the listing you wish to connect and click on the Marketing tab, check that the toggle is ON (green).

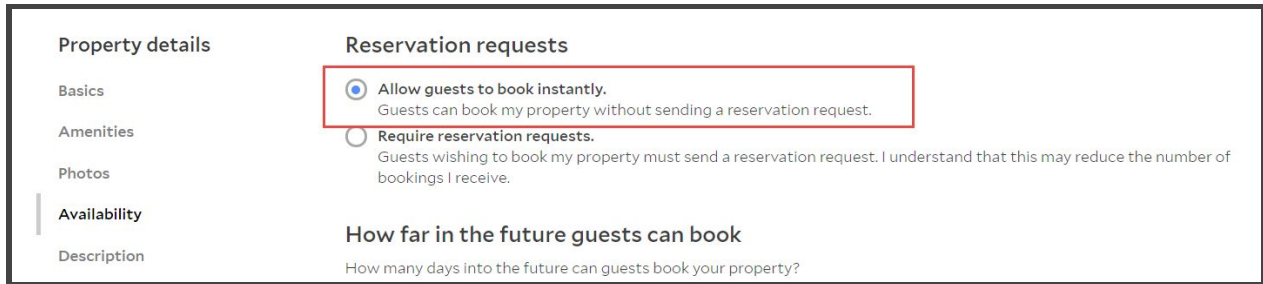


- 2. **Make sure your property type is set as an Apartment:**  
Go to Property Settings and click on "Basic" under "Property Details" and select "Apartment" as the property type



### 3. Configure listing to allow Instant booking:

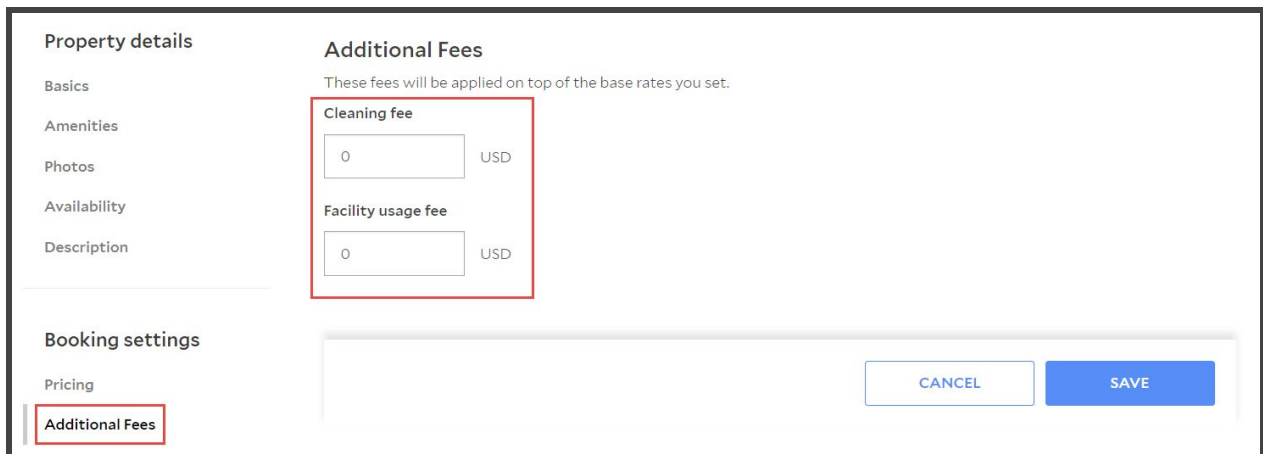
From your Agoda extranet, go to “Availability” and in the Reservation Request section, select “Allow guests to book instantly”



The screenshot shows the 'Reservation requests' section of the Agoda extranet. On the left, there is a sidebar with 'Property details' and sub-items: Basics, Amenities, Photos, Availability (highlighted), and Description. The main content area is titled 'Reservation requests' and contains two radio button options. The first option, 'Allow guests to book instantly. Guests can book my property without sending a reservation request.', is selected and highlighted with a red box. The second option is 'Require reservation requests. Guests wishing to book my property must send a reservation request. I understand that this may reduce the number of bookings I receive.' Below this, there is a section titled 'How far in the future guests can book' with the text 'How many days into the future can guests book your property?'.

### Useful information

- **Tax configuration:** These settings can be edited by contacting Agoda’s support team
- **Fee setup:** From your Agoda extranet, go to “Additional Fees” to edit fees



The screenshot shows the 'Additional Fees' section of the Agoda extranet. On the left, there is a sidebar with 'Property details' and sub-items: Basics, Amenities, Photos, Availability, and Description. Below this is the 'Booking settings' section with sub-items: Pricing and 'Additional Fees' (highlighted with a red box). The main content area is titled 'Additional Fees' and contains the text 'These fees will be applied on top of the base rates you set.' Below this, there are two input fields: 'Cleaning fee' and 'Facility usage fee', both with a value of '0' and 'USD' next to them. The 'Cleaning fee' input field is highlighted with a red box. At the bottom right, there are two buttons: 'CANCEL' and 'SAVE'.

\* Note that Guesty does not support “Facility Usage Fee” and therefore it is included in Guesty’s Cleaning Fees