

## How to Transfer Job Posting Credits

**Certain accounts can transfer Job Posting Credits between different hotels if they manage more than one hotel.**

1. Log in to the IHG Franchise Jobs Portal and go to the Manage Hotels page.

### Manage your account

Change your account settings

Holidex Code HOLPETER1 Hotel Name Another Intercontinental Hotel Licensee Florida Hotels, LLC. 2 Job Posting Credits 25 <b>Transfer Credits</b>	<a href="#">Edit</a>	<b>Summary</b> <a href="#">Manage Hotels</a> <a href="#">Order History</a>
Holidex Code DHMHA Hotel Name Sample Intercontinental Hotel Licensee Florida Hotels, LLC. Job Posting Credits 0	<a href="#">Edit</a>	

2. Click "Transfer Credits"  
If a hotel has job posting credits then a "Transfer Credits" link will be next to the job posting credits amount that will allow a hotel to transfer its credits to another hotel.

**Job Posting Credits 25**    **Transfer Credits**

3. Select Job Posting Credits to transfer and a Hotel to Receive the Credits  
The selected hotel can transfer any number of its job posting credits to another hotel your account manages.

### Manage your account

Change your account settings

#### Transfer Job Posting Credits to another Hotel

HolidexCode HOLPETER1

Hotel Name: Another Intercontinental Hotel

Number of Available Credits: 25

Number of Job Posting Credits to Transfer:

Receiving Hotel:

**SUBMIT**

4. Click "Submit"  
After choosing the amount of credits to transfer and the receiving hotel you will be redirected to a transfer confirmation screen where you can confirm the transfer of credits to another hotel.

### Confirm Transfer of Credits

You are transferring 15 Job Posting Credits from HOLPETER1 - Another Intercontinental Hotel to DHMHA -Sample Intercontinental Hotel

**CONFIRM** **CANCEL**


- Click "Confirm"  
It will redirect you back to the Manage Hotels page where you can verify that the job posting credits have been transferred.


### Manage your account

Change your account settings

Holiday Code HOLPETER1 Hotel Name Another Intercontinental Hotel Licensee Florida Hotels, LLC. 2 Job Posting Credits 10 <b>Transfer Credits</b>	<a href="#">Edit</a>	<a href="#">Summary</a> <a href="#">Manage Hotels</a> <a href="#">Order History</a>
Holiday Code DHMHA Hotel Name Sample Intercontinental Hotel Licensee Florida Hotels, LLC. Job Posting Credits 15 <b>Transfer Credits</b>	<a href="#">Edit</a>	

- Order History**  
During the transferring of credits both hotels will create a transaction log of the credit transfer that can be viewed on the Hotel's Order History page that will display the before and after job posting credit amount.

**Product:** Transferred 15 Job Posting Credits from HOLPETER1 - Another Intercontinental Hotel to DHMHA - Sample Intercontinental Hotel   
 (Before:25, After:10)  
**Date:** 23 Aug 2019  
**Payment Type:** Transfer  
**Payment Status:** Paid  
**Amount in USD\$:** \$0

**Product:** Transferred 15 Job Posting Credits from HOLPETER1 - Another Intercontinental Hotel to DHMHA - Sample Intercontinental Hotel   
 (Before:0, After:15)  
**Date:** 23 Aug 2019  
**Payment Type:** Transfer  
**Payment Status:** Paid  
**Amount in USD\$:** \$0