

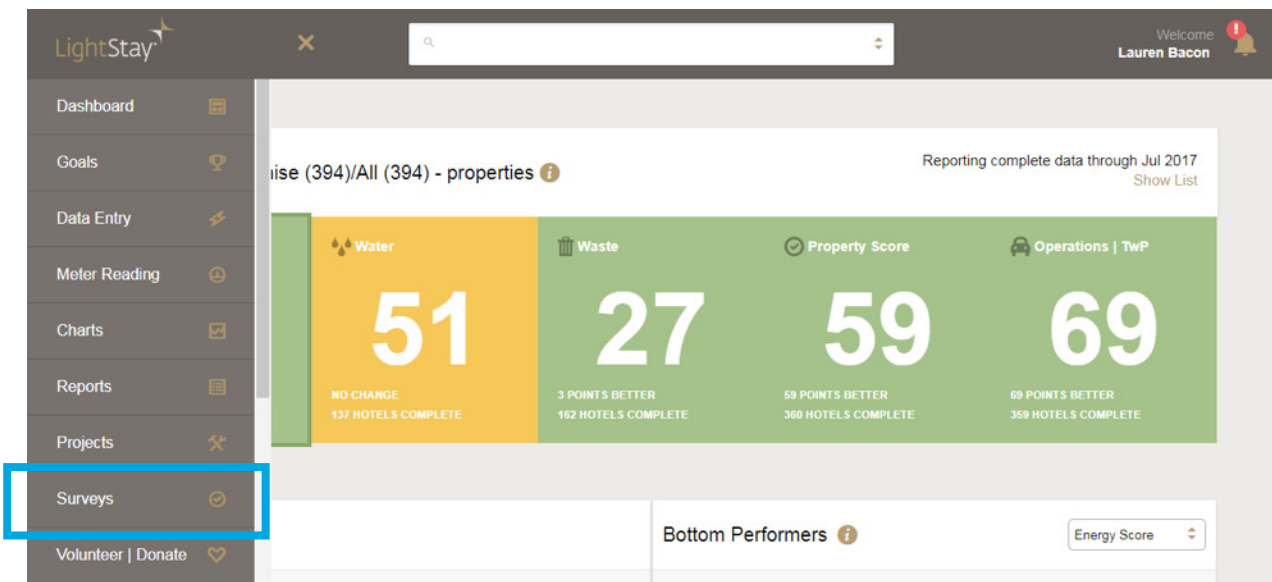
LIGHTSTAY REPORTING INSTRUCTIONS

Hilton

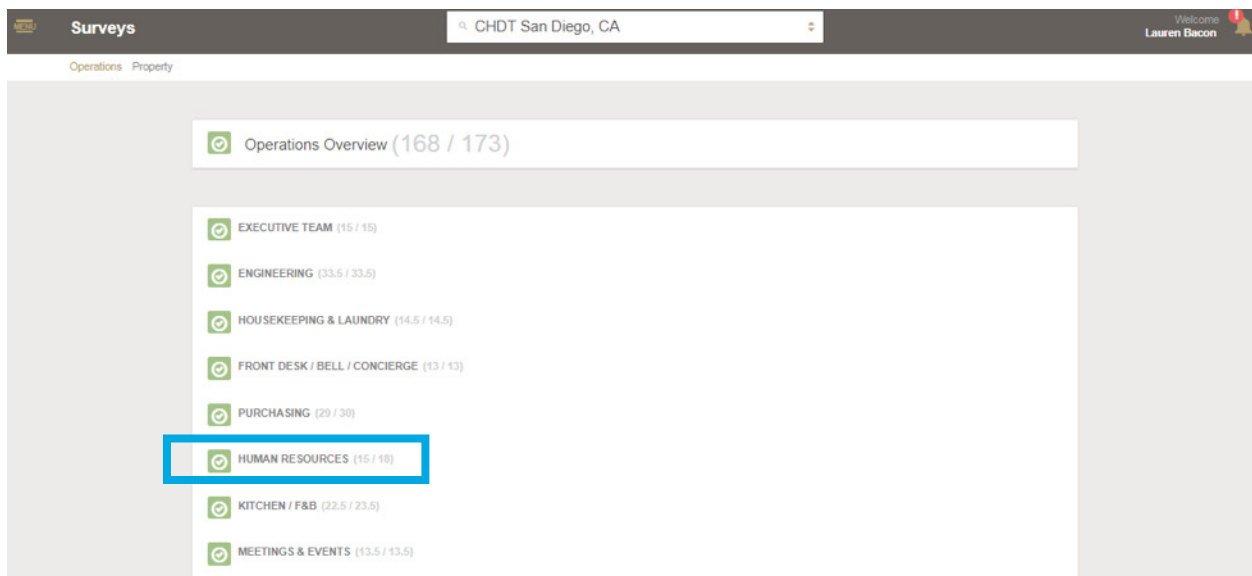
OPERATION: OPPORTUNITY

OUR MISSION IS YOUR SUCCESS

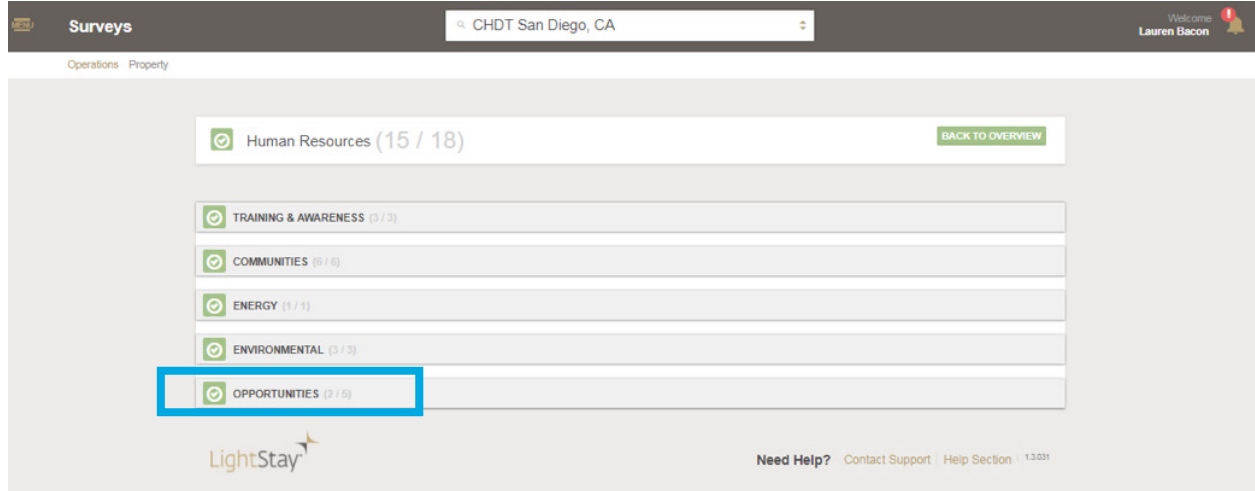
Enter your property profile, then go to “**Surveys**”.



Select “**Human Resources**”.



Select “Opportunities”.



Complete the last three questions:

Operation: Opportunity (0 / 1)	Number ⓘ
How many military veterans did the hotel hire during the last year? (please include active Guard and Reserve)	<input type="text" value="0"/>
Operation: Opportunity – Spouses (0 / 1)	Number ⓘ
How many military spouses did the hotel hire during the last year?	<input type="text" value="0"/>
Operation: Opportunity – Military Commander (0 / 0) ⓘ	Text Input
If the hotel has a Military Commander, please provide this team member's name and email address:	Name: <input type="text" value="Enter Name Here"/>
	E-Mail: <input type="text"/>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

The form contains three sections for data entry. The first two sections are for 'Number' inputs, and the third is for 'Text Input'. The 'Text Input' section has two sub-inputs for 'Name' and 'E-Mail'. The 'CANCEL' and 'SAVE' buttons are located at the bottom right of the form. The LightStay logo is at the bottom left, and 'Need Help? Contact Support Help Section | 1.3.021' is at the bottom right.

*Note:

- A **VETERAN** is anyone who has ever served in the US military, including anyone currently serving in the National Guard or Reserves.
- A **MILITARY SPOUSE** is anyone who is a spouse of an active duty service member, member of the National Guard or Reserves or a veteran.
- The **MILITARY COMMANDER** is a Team Member (ideally a veteran, spouse or military supporter) who will act as your champion for all things Military. Please see the Military Commander guide in the Building a Military Friendly Culture section of the Operation: Opportunity Resource Page for more details