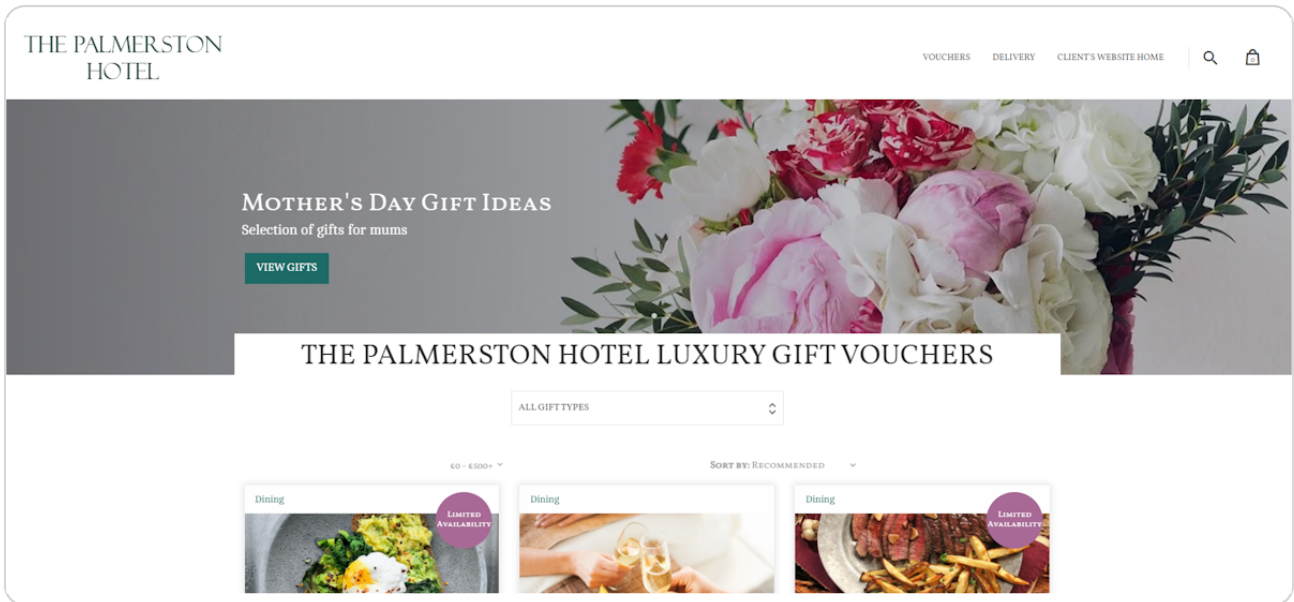


STEP 1

**Go to your hotel's SK Chase site**

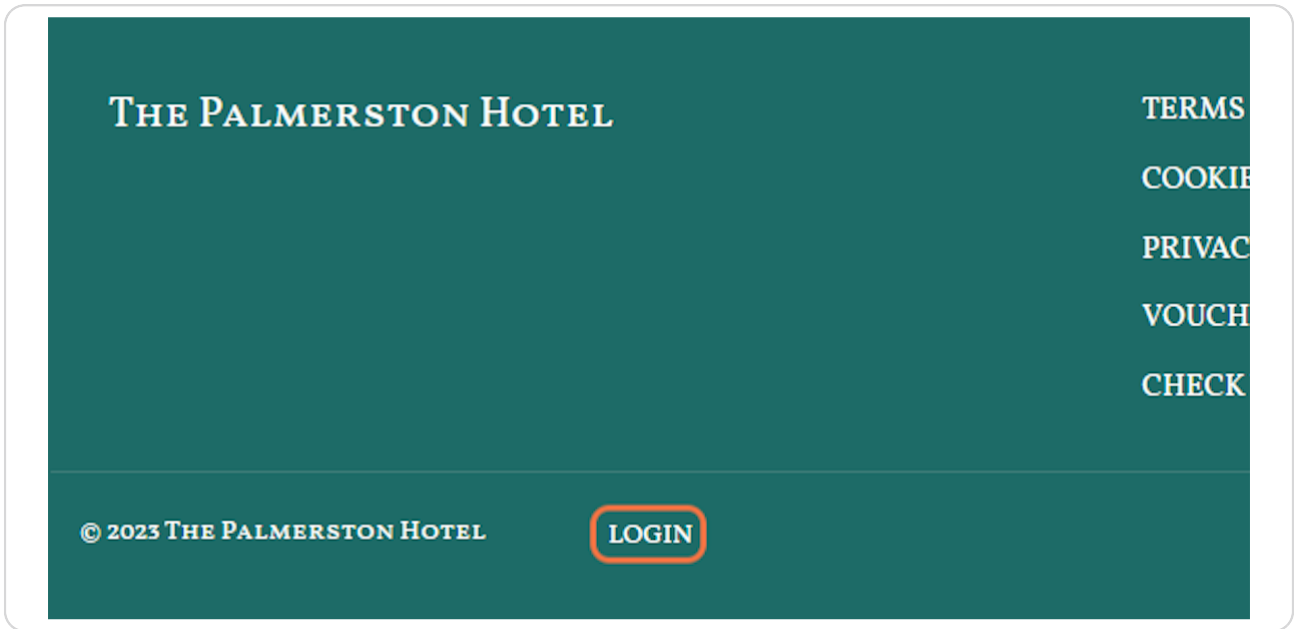
Alternatively, go directly to the following link: <https://p4.skchase.com/giftapp#/login>



**STEP 2**

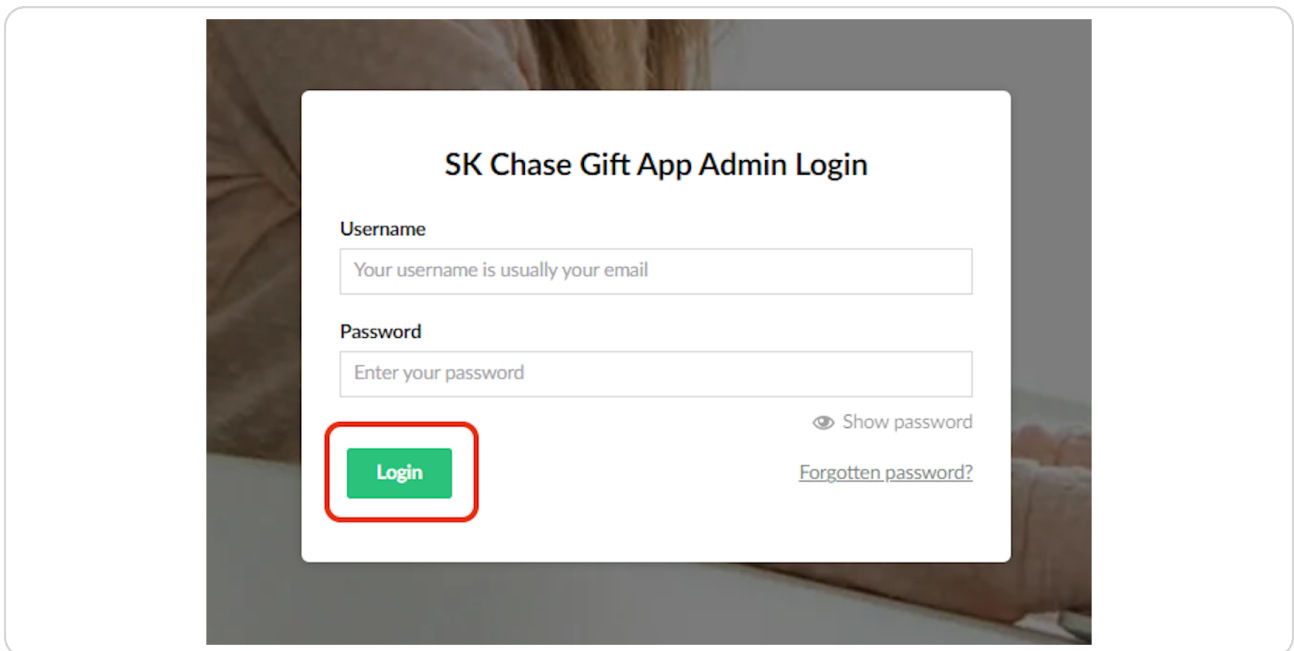
**Scroll down, and click on LOGIN**

Alternatively, go directly to the following link: <https://p4.skchase.com/giftapp#/login>



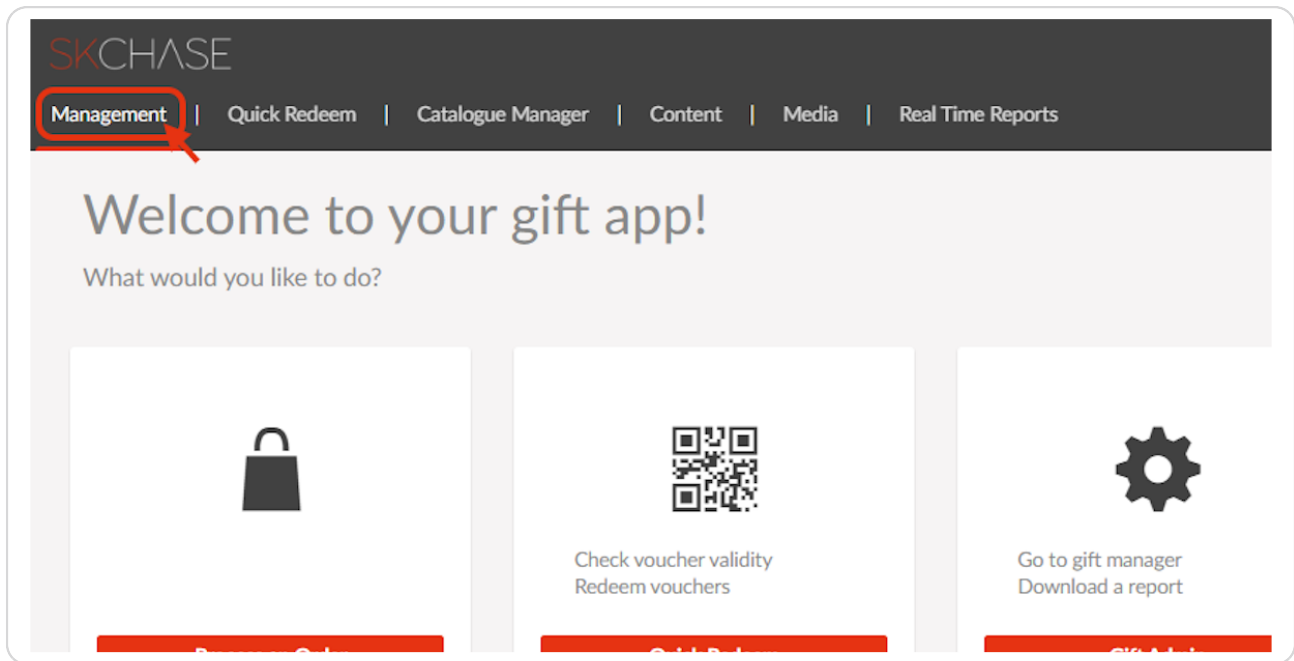
**STEP 3**

**Type in your Username and Password, and click on LOGIN**



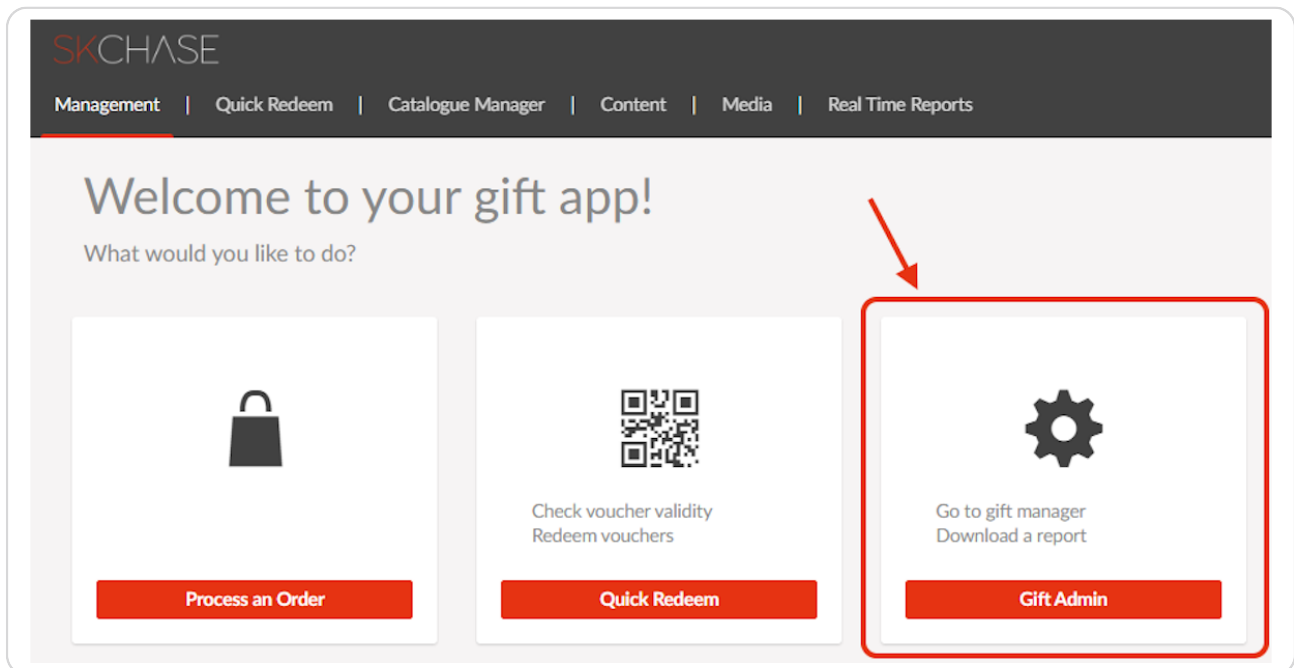
## STEP 4

Once you have logged in, make sure you are on the **MANAGEMENT** tab



## STEP 5

Click on **GIFT ADMIN**




STEP 6

You are now in Gift Manager!

Welcome **Jennifer Mullins**


[Gift Manager](#) [Reports](#) [My Account](#) [Logout](#)


Gift Manager 

Sellers

Order ID

Item ID

From Date  

To Date  

The maximum date range is 120 days

Search Term

Search Field

SKCHASE