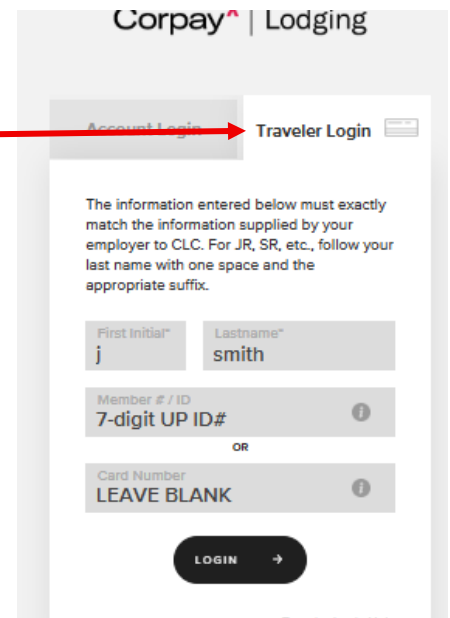
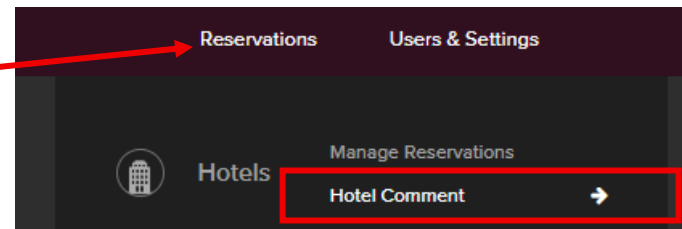


How To File A Complaint

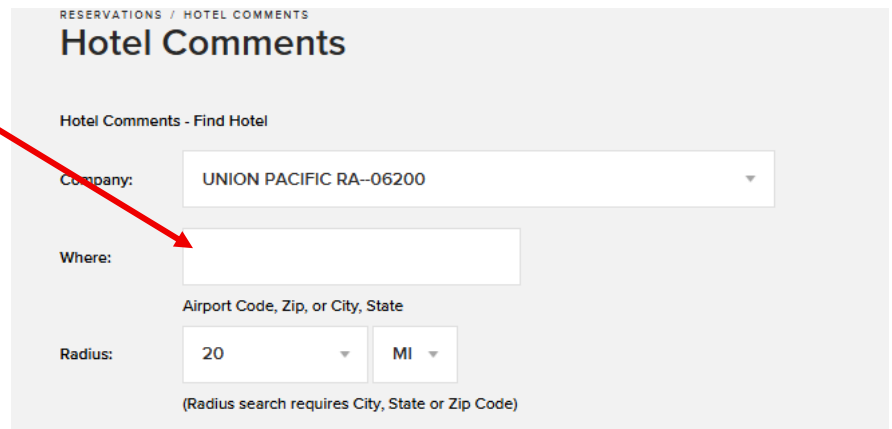
1. [Login - CLC Lodging](#)
2. Under “Traveler Login” enter:
 - First Initial
 - Last Name
 - Member # / ID: 7-digit badge ID
 - Card Number: DO NOT ENTER
 - Login



3. Under “Reservations”, select “Hotel Comment”.



4. Enter the City, State where the hotel is located. (e.g. AFHT for Des Moines, IA will enter “Altoona, IA” for the hotel location.):



5. To open a form, click “SELECT” next to the appropriate hotel.
6. Enter all pertinent information:
 - UP to 4 photos can be attached
 - Note: Video files can be sent via email to UPTEY@clclodging.com, but only after the hotel comment has been successfully submitted. (Reference the you CLC comment number in the Subject.)
7. Once submitted, updates on resolutions will be provided via the method chosen for “**Preferred Method For Follow-up**”.