

Making a Reservation

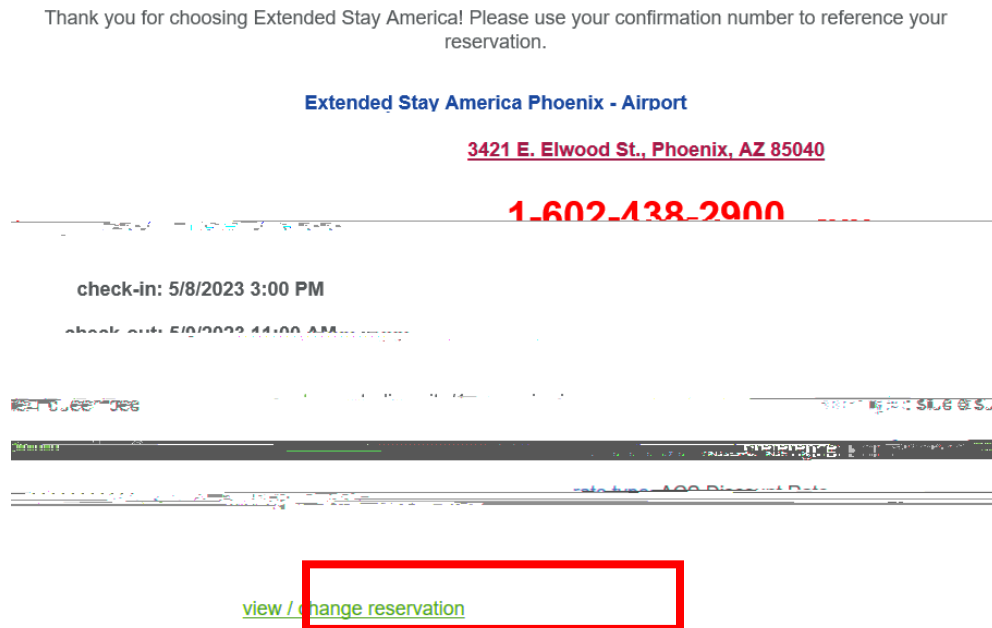
Click on the URLs (links) in the email guidelines sent from the American Cancer Society to reserve a discounted room via the ESA website.



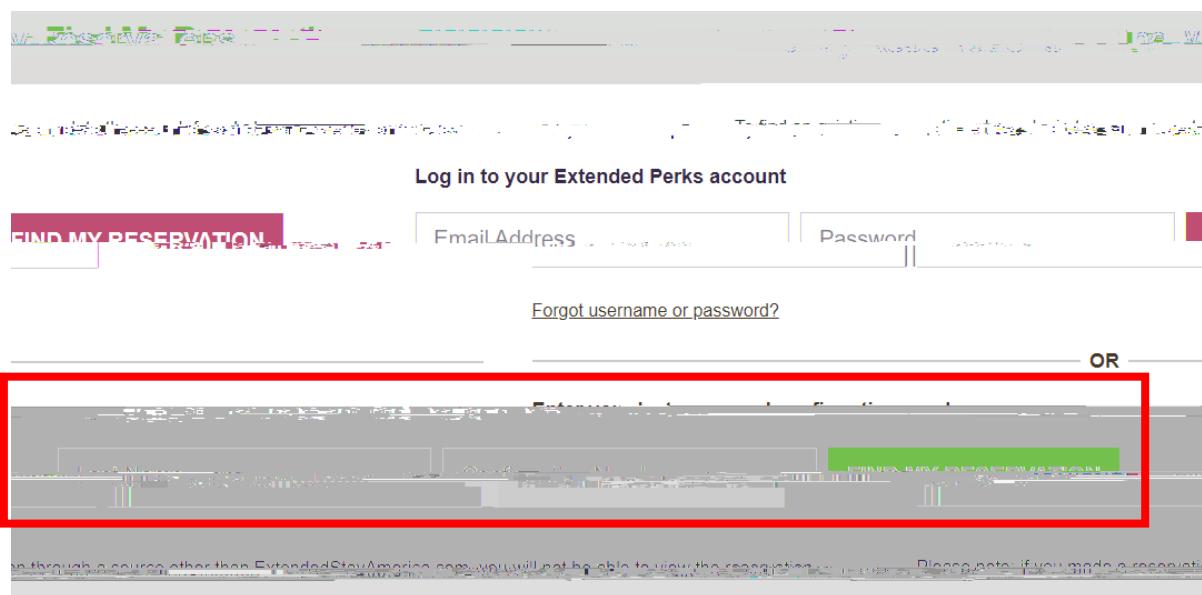
At the top of the page, enter the city where lodging is needed. Enter the check-in and check-out dates. Then select "Search." A list of hotels will populate—some of which will have 45% off rate and others with different rates. Please note that ESA room availability and locations are not guaranteed.

Changing a Reservation

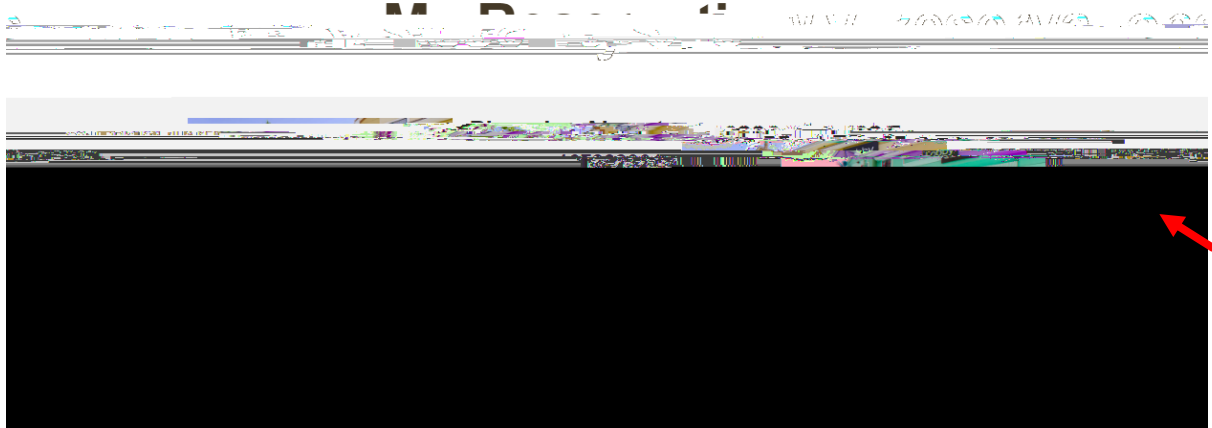
In the reservation confirmation email from Extended Stay America, select "view / change reservation."



Enter the last name and the reservation number where prompted. The reservation number can be located at the top of the confirmation email in large, bold font. After entering this information, click on the FIND MY RESERVATION button.



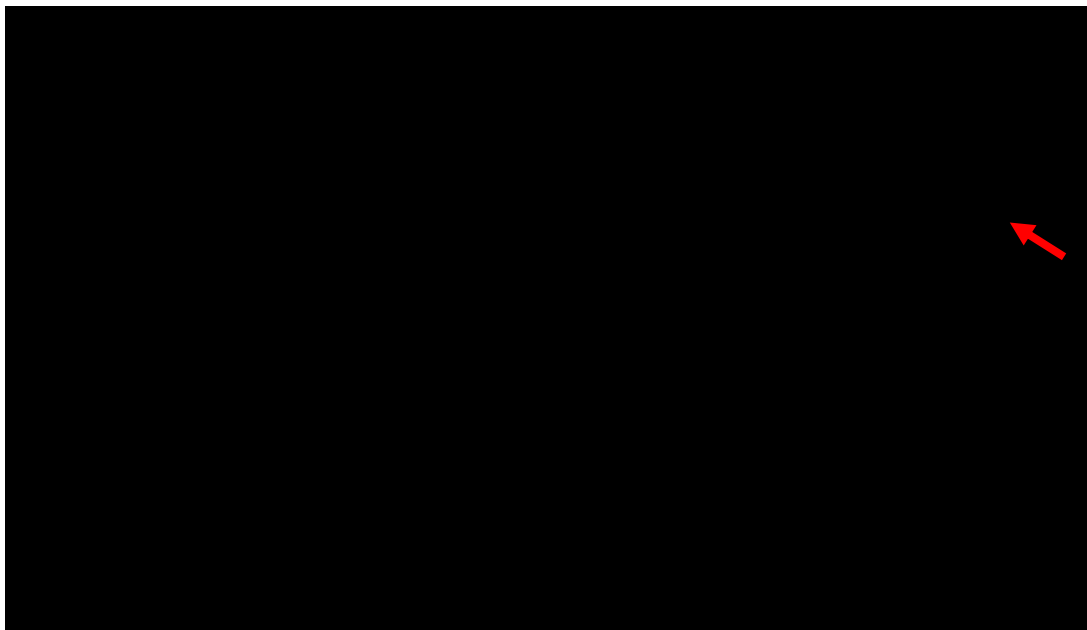
The reservation details will appear. On the right-hand side of the screen, click the MODIFY button:



Modify the check-in and check-out date and then click the MODIFY button to view search results:

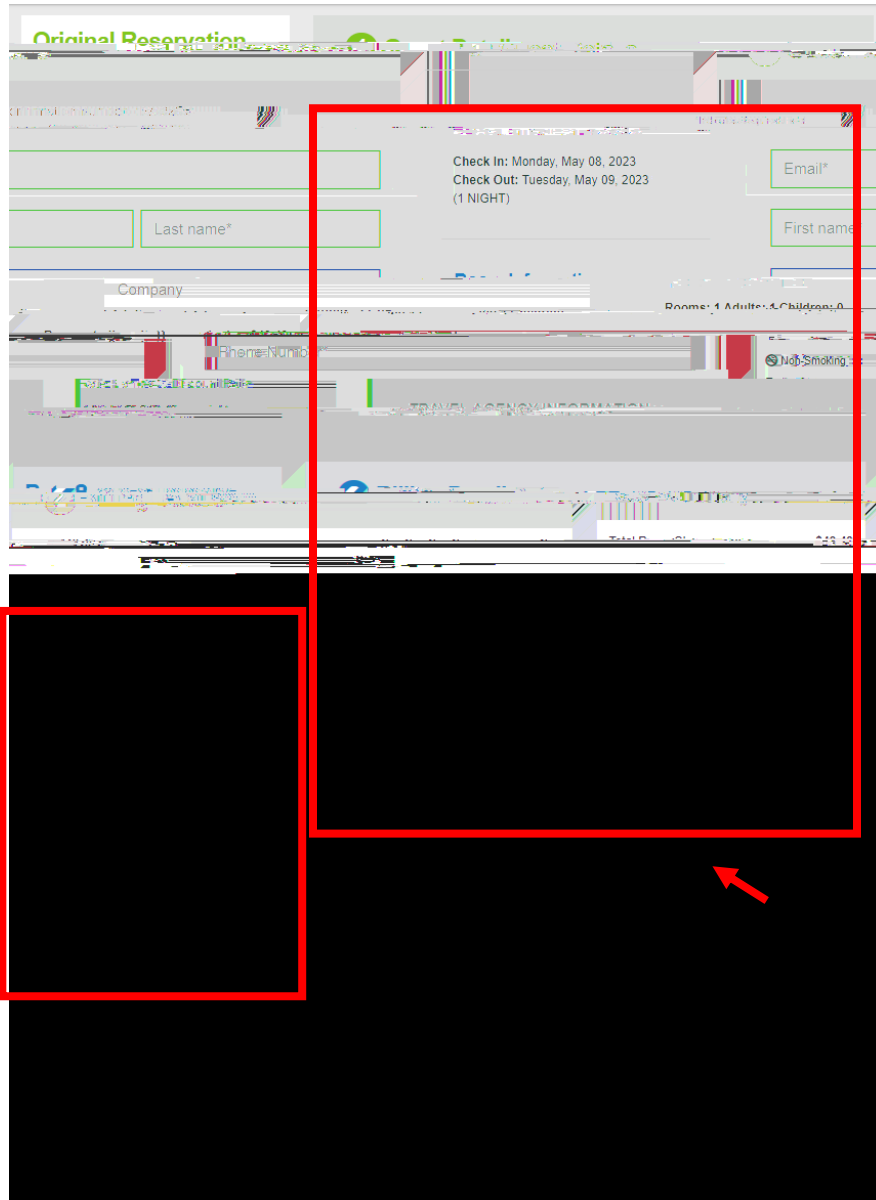


Search for another room with an ACS Discount Rate and click the BOOK ROOM button:



PLEASE NOTE: All changes are subject to availability and cannot be guaranteed. If there are no search results for rooms with the ACS Discount Rate, the change cannot be accommodated.

On the final booking window, verify that the modified details are correct, including the ACS Discount Rate. ACS is not responsible for any charges incurred for accidental bookings outside of our program rates. Re-enter the Billing Details.



Click COMPLETE YOUR RESERVATION. Guests will receive a confirmation email with the updated reservation details.

Cancelling a Reservation:

Cancellations can be managed by calling the hotel where lodging was booked OR through the ESA website by entering the reservation number and following the steps to cancel the reservation. In the reservation confirmation email from Extended Stay America, select "view / change reservation."

Thank you for choosing Extended Stay America! Please use your confirmation number to reference your reservation.

Extended Stay America Phoenix - Airport

3421 E. Elwood St., Phoenix, AZ 85040

1.602.438.2900

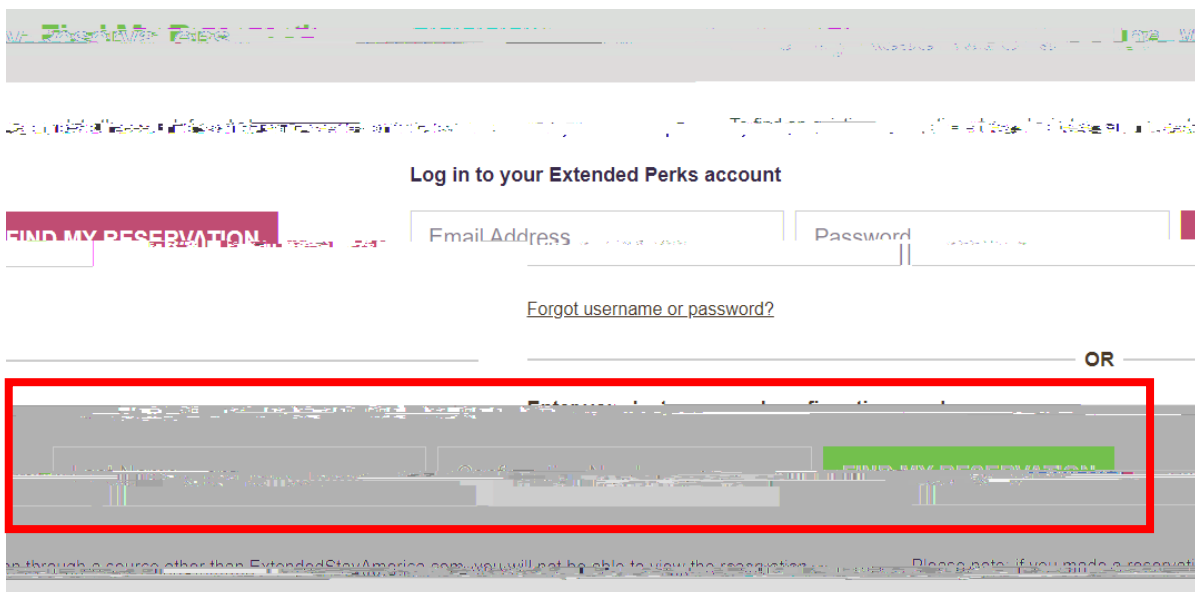
check-in: 5/8/2023 3:00 PM

check-out: 5/9/2023 11:00 AM



[view / change reservation](#)

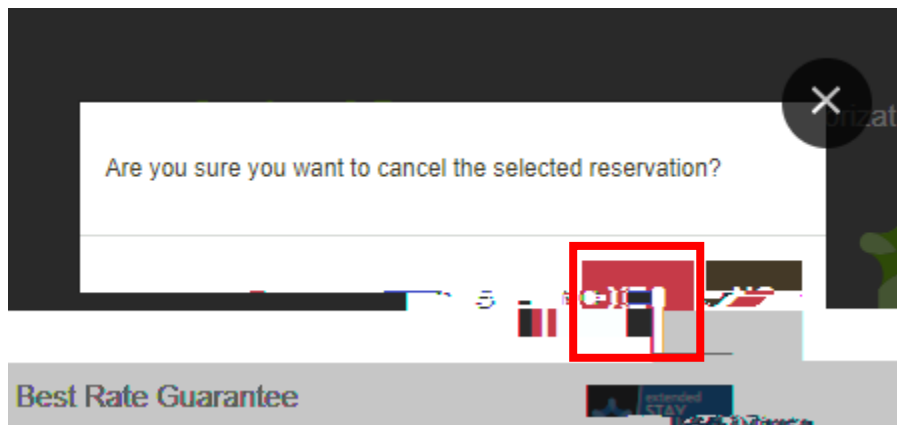
Enter the last name and the reservation number where prompted. The reservation number can be located at the top of the confirmation email in large, bold font. After entering this information, click on the FIND MY RESERVATION button.



The reservation details will appear. On the right-hand side of the screen, click the small "Cancel" button:



When prompted to confirm your cancellation, select "YES" and your reservation will be cancelled. You will receive an email confirming your cancellation.



For Further Assistance:

Please call the American Cancer Society. Our toll-free number is 888-227-6333.