

## HOW SES-APP WORKS

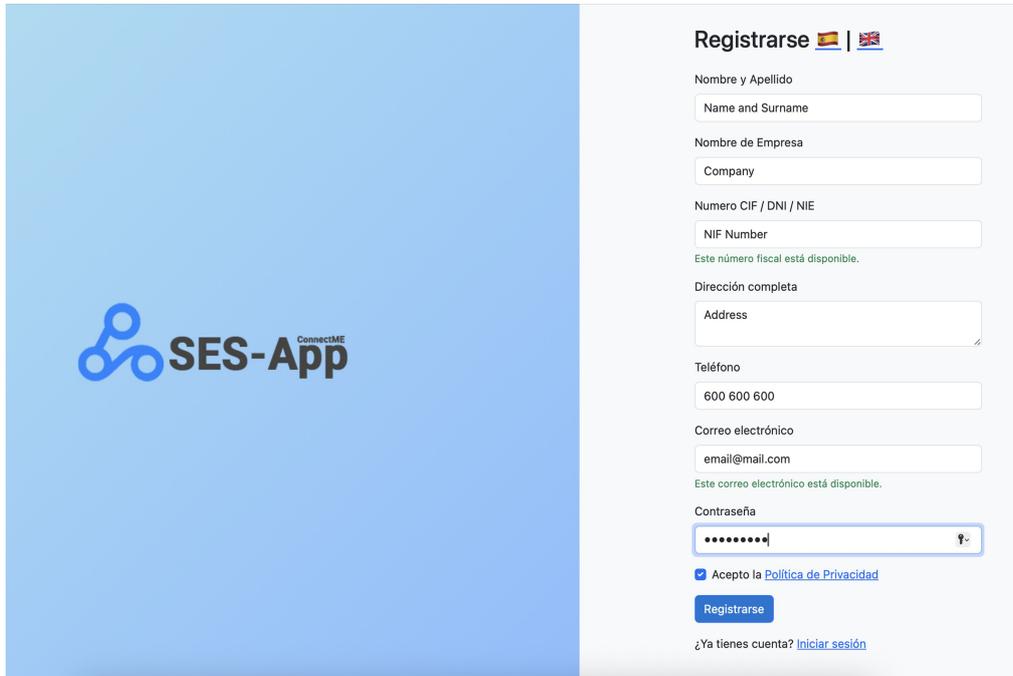
Register your company and choose your subscription at <http://ses.connectme.es>

### Step 1 – Sign Up

Sign up using your email and a password.

### Step 2 – Enter Your Company Details

Fill in your company information, including your VAT number.



**Registrarse**  

Nombre y Apellido  
Name and Surname

Nombre de Empresa  
Company

Numero CIF / DNI / NIE  
NIF Number  
Este número fiscal está disponible.

Dirección completa  
Address

Teléfono  
600 600 600

Correo electrónico  
email@mail.com  
Este correo electrónico está disponible.

Contraseña  
••••••••

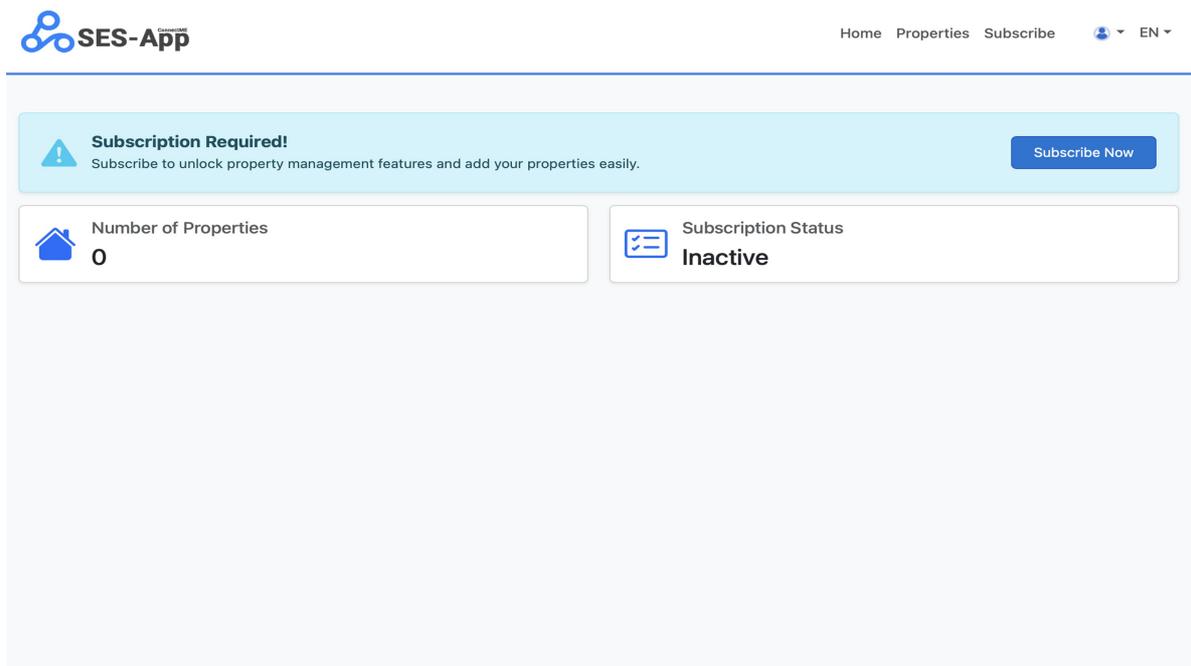
Acepto la [Política de Privacidad](#)

**Registrarse**

¿Ya tienes cuenta? [Iniciar sesión](#)

### Step 3 - Choose a Subscription

Select Monthly or Yearly - **both come with unlimited properties.**



 Home Properties Subscribe  EN

**Subscription Required!**  
Subscribe to unlock property management features and add your properties easily. [Subscribe Now](#)

 Number of Properties  
**0**

 Subscription Status  
**Inactive**

### Step 4 – Pay chosen Subscription

Choose between montly 9,99 € (+21% IVA) or annual payment with 10% discount.

ConnectMe Sandbox

Subscribe to SES Subscription  
**€130.54** per year  
€10.88 / month billed annually

Apple Pay Zapłać z link

Or

Email  
email@mai.com  
Did you mean @msn.com?

Payment method

Card information  
4242 4242 4242 4242 VISA  
10 / 29 212

Cardholder name  
Demo Name

Country or region  
Spain

Securely save my information for 1-click checkout  
Pay faster on ConnectMe and everywhere Link is accepted.

Pay and subscribe

By confirming your subscription, you allow ConnectMe to charge you for future payments in accordance with their

### Step 5 Add Your Properties

Add all your properties to the system in just a few clicks.

Safari Plik Edycja Widok Historia Zakładki Programowanie Okno Pomoc

www.connectme.es/ses/add-property.php

Home WHM lvs cPanel - E... cpanel.gru... cPanel File... index.php... en.php - c... es.php - c... (26) Roun... Add Prope... Strona poc... Roundcub... itrarse

SES-App Home Properties SES-App Access Manage Subscription Invoices EN

#### Add Property

Reference number

Name

Type  
Agroturismo

Bedrooms

Internet

Email

Phone

Website

Notification Email

Address (Full address including post code)

Add Property

300% 180 piks. x 180 piks. (72 ps)

### Step 5 - We Connect You to SES

*We will link your properties to the SES Hospedajes system for you.  
If your property is with green mark it means its active in SES-App Admin Panel.*



## Properties

Add Property

Summer House 1 - 1234

apartamento, 2 bedrooms

Full adres with post code

[Details](#)

### **Step 6 – Activation of Your Admin Panel**

*Your multilingual admin panel will be activated within 24 hours.*



#### SES APP Access

Email:

**info@grupoquattro.com**

SES Password:

1234password

Copy

Your Website Login

<http://www.YOUR-COMPANY.sesapp.es>

### **Step 7 - Start Registering Guests**

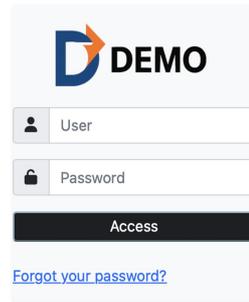
*Once active, you can start registering guests instantly - fast, secure, and legal.*

## How to Use Your SES-App Admin Panel

### Step 1 - Log In

Access your SES-App account using the login details provided by ConnectMe.

English



The login form features the DEMO logo at the top. Below it are two input fields: 'User' with a person icon and 'Password' with a lock icon. A black 'Access' button is positioned below the password field. A blue link for 'Forgot your password?' is located at the bottom of the form.

### Step 2 - View Your Properties

See a list of all your properties with reference numbers and SES Ids.



The screenshot shows the SES-App Admin Panel interface. At the top left is the SES-App logo. Below it are navigation tabs: 'Properties' (selected), 'SES Registrations', 'Add', and 'Log Out'. The main content is a table with the following data:

| # | REF    | PROPERTY NAME       | SES ID     |   |
|---|--------|---------------------|------------|---|
| 1 | 1234   | Demo Property       | 0000291863 |    |
| 2 | R23145 | Calas de Aguarina 1 | 0000291789 |    |

### Step 3 - Share the Registration Link

Click the form icon, copy the registration link, and send it via email or WhatsApp.

 **SES-App**

Properties | SES Registrations | Add ▾ | Log Out

| # | REF    | PROPERTY NAME         | SES ID     |   |
|---|--------|-----------------------|------------|---|
| 1 | 1234   | Demo Property         | 0000291863 |    |
| 2 | R23145 | Calas de Aguamarina 1 | 0000291789 |    |

#### Step 4 - Guest Completes the Form

The guest enters check-in and check-out dates, personal details off all guest by „Add Guest”

  
**SES HOSPEDAJES**  
**GUESTS REGISTRATION**

Demo Property

**Dates of stay**

Please provide the check-in and check-out dates

**Guests :**

Please provide the details of all the guests who will be staying at the property.

[Add Guest](#)

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[Save](#)

**Legal Basis and Purpose of Guest Registration**

In accordance with current public security regulations, we inform you that the data requested in this form is required to comply with Organic Law 4/2015 of March 30, on the protection of public security. Specifically, Article 25 requires owners or managers of tourist accommodations to collect and report the identity details of all staying guests to the Spanish State Security Forces and Corps.

This obligation is further established by Order INT/1922/2003 of July 3, regarding guest registries in hotels and similar establishments. Additionally, it is reinforced by the implementation of the SES system (Sistema de Entrega de Suministro de Informacion de Hospedajes) by the Ministry of the Interior, which requires the electronic submission of guest data.

#### Step 5 - Save the Form

Once completed, the guest clicks Save - the data is safely stored.

### Step 6 - Submit to SES Hospedajes

Review and send the registration to SES Hospedajes with one click.  
With „Edit Icon” you can check your guest data,  
with Airplane Icon you upload information to SES-Hospedajes.



Properties SES Registrations Add Log Out

| BOOKING NUMBER | REF  | CHECK-IN                   | CHECK-OUT                  | REGISTERED |   |
|----------------|------|----------------------------|----------------------------|------------|---|
| DEMO           | 1234 | 11 / 06 / 2025 (Wed - Jun) | 11 / 06 / 2025 (Wed - Jun) | NO         |      |

### Step 7 – Confirmation of sending to SES Hospedajes

You will see information REGISTERED : YES

The screenshot shows the SES-App interface with the following table:

| BOOKING NUMBER | REF  | CHECK-IN                   | CHECK-OUT                  | REGISTERED |   |
|----------------|------|----------------------------|----------------------------|------------|---|
| DEMO           | 1234 | 12 / 06 / 2025 (Thu - Jun) | 12 / 06 / 2025 (Thu - Jun) | YES        |    |

A modal dialog box is open with the following content:

DEMO [X]

The booking has been successfully registered

**Step 8 – Check details of your confirmation**

Registration ID is a number that proves that your registration is done correctly.

The screenshot shows the SES-App interface with a modal window for 'Information DEMO (Demo Property)'. The modal is titled 'Registered' and contains the following information:

| Information DEMO (Demo Property) |                                      |
|----------------------------------|--------------------------------------|
| Booking number                   | DEMO                                 |
| Property                         | Demo Property                        |
| Booking Date                     | 13 / 06 / 2025                       |
| Checkin date                     | 12 / 06 / 2025                       |
| Checkout date                    | 12 / 06 / 2025                       |
| <b>REGISTRATION WITH SES</b>     |                                      |
| Registration date                | 14 / 06 / 2025 18:18                 |
| Registration ID                  | 584a993a-493a-11f0-86a4-00505695dcc7 |
| <b>INFORMATION</b>               |                                      |
| Payment type                     | Card                                 |
| Payment date                     | 11 / 06 / 2025                       |
| Owner                            | --                                   |
| Payment details                  | --                                   |
| Expires                          | --                                   |
| <b>GUESTS</b>                    |                                      |
| Demo Demo Demo                   | ▼                                    |
| Demo Mujer Demo Mujer            | ▼                                    |

In the background, there is a table with columns 'BOOKING NUMBER' and 'REF'. A row contains 'DEMO' and '1234'. To the right, there is a 'REGISTERED' status with a 'YES' option and a refresh icon circled in red.