

hotelz.lk

Sri Lanka's Premier Direct-to-Owner Platform



COMPLETE USER GUIDE & FAQ



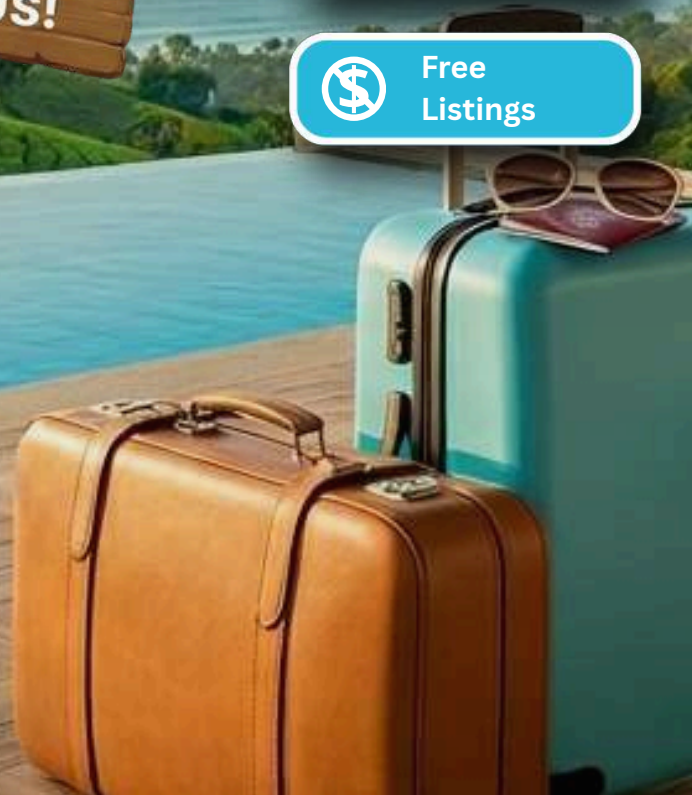
Direct
Bookings



Zero
Comissions



Free
Listings



www.hotelz.lk



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info@hotelz.lk



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Introduction

Welcome to hotelz.lk!

Dear Valued Partner,

Thank you for joining us!

hotelz.lk is a Sri Lanka-focused accommodation directory designed to help travelers connect directly with property owners. Our platform allows properties to showcase their accommodation, receive direct inquiries, and promote direct bookings without commission fees.

This guide will help you get started with managing your account and property listing.

Best Regards,
The Hotelz.lk Team

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Account Registration & Login



To create an account:

1. Visit: hotelz.lk/register/
2. Complete the registration form and click “Sign-Up” (You will be directed to your account dashboard)

Welcome to hotelz.lk!

Account Type *

Business/Property Owner X v

Username *

Mobile Number *

Email Address *

Password *

Confirm Password *

Confirm Password

☐ I would like to receive latest updates and promotional offers from hotelz.lk.

Contact & Business Details

(Not for public display. Strictly for B2B verification & contact purposes.)

First Name *

Last Name *

Job Title *

Eg: Owner, Manager, etc.

Sign-Up Login

By signing in or registering with us, you agree with our [Privacy Policy](#) and [Terms & Conditions](#).

[Registration Form]

[Account Dashboard]

Account Registration & Login



To access your account:

1. Visit: hotelz.lk/sign-in/
2. Enter your Email Address/Username and Password.
3. Click "Log In". (You will be directed to your account dashboard)

*If you have forgotten your password, use the password reset option on the login page.

[Login Form]

[Account Dashboard]

Submitting & Managing Listings

To submit a new listing:

1. Sign in to your account.
2. Visit: hotelz.lk/post-a-listing/ or click “Add Listing” button on the website header.
3. Complete the listing form & click “SUBMIT LISTING”.

*Our team will review the submitted changes before they are published and will notify you once the updates are live.

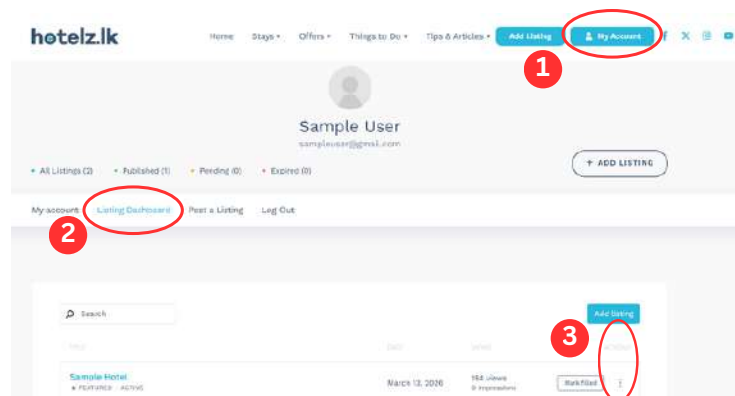
[Listing Submission Form]

Submitting & Managing Listings

To update your listing:

1. Sign in to your account.
2. Visit your listing dashboard:
 - Click: <https://hotelz.lk/listing-dashboard/>
 - OR
 - Click 'My Account' button on website header > Listing Dashboard
3. Click the 3 dots under the actions column of your listing
4. Select 'Edit'
5. Update information.
6. Click 'Submit Changes For Approval'

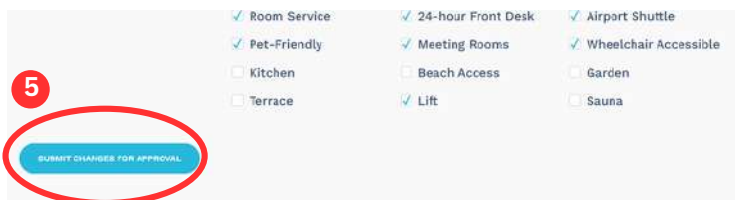
Our team will review the submitted changes before publication and will notify you once the listing is live.



[Account Dashboard]



[Listing Dashboard]



[Listing Submission Form]

Managing Your Account



Within your profile, you can:

- Update account information
- Change your password
- Update contact details
- Delete your account if required

To access your profile:

1. Sign in to your account.
2. Visit: <https://hotelz.lk/my-account/> or click 'My Account' button
3. Make the required changes.
4. Click 'Update Account'

hotelz.lk

Home Stays Offers Things to Do Tips & Articles Add Listing My Account

Sample User
View profile

Account

Username *
Sample User

First Name

Last Name

Email Address
sampleuser@gmail.com

Password *

Update Account Logout

[Account Dashboard]

**Why should I list my property on hotelz.lk?**

hotelz.lk is a Sri Lanka-focused accommodation directory that helps guests connect directly with property owners. By listing your property, you can increase your online visibility, receive direct inquiries and bookings, and engage with guests directly without losing your revenue through commissions. Our goal is to promote Sri Lankan properties while encouraging direct guest interaction without intermediaries, benefiting both travelers and property owners.

What is the revenue model of hotelz.lk if listings are free?

hotelz.lk is not a commission-based booking engine, our long-term revenue model is based on completely optional advertising and promotional placements for properties. Outside of those optional features, there are currently no mandatory payments involved.

Is there a fee to submit a listing?

No. The basic listing is completely free.

What information is include in my listing?

- Property description
- Property images (Up-to 20 images)
- Room information (Optional)
- General starting price
- Property contact details (Reservation email, contact number, etc.)
- Website & social media URLs
- Location Details

Can hotelz.lk create or update my listing for me?

Yes. In many cases, we can assist with creating or updating listings on your behalf.

Can I edit my listing after submission?

Yes. You can update your property information, photos, pricing, and contact details through your account dashboard.

**Can I list more than one property?**

Yes. Multiple properties can be managed under the same account.

What happens after I submit a listing?

Our team reviews all listings before publication to ensure quality and accuracy.

How long does the approval process take?

Approval process will usually be done within 24 hours.

Why is my listing not visible yet?

Your listing may still be under review. You can contact our team for more information.

Will I be notified when my listing is approved?

Yes. We will notify you with an email once your listing has been approved and published.

Is my information secure?

We take reasonable measures to protect account and listing information.

How is my personal information used?

Please refer to our [Privacy Policy](#) for detailed information regarding data collection and usage.

Have more questions? [Contact Us](#)