<u>Creating a Travel Team Online Profile (TTOP)</u> – Travel Arranger Edition

Please visit www.thetravelteam.com and click on the link in the lower left hand corner to be redirected to our new secure login page.



Please Log In

Email:		
Password:		
☐ Remember me		
Log In	Book	
Forgot your password? Register a new user.		

Log in Instructions

• If you are a first time user click "register a new user"

- If you are an existing user trying to access the system please enter your credentials then click "log in"
- If you are an existing user looking to book, enter credentials then click "book"

Create a New User

- 1. In the company profile code box, enter the code provided by your company (xxxx-yourcompanycode)
- 2. Enter the traveler's name ***The name you enter is required to match your government issued I.D.***
- 3. Enter Traveler's primary phone number
- 4. Enter Traveler's e-mail
- 5. Enter a unique password (note: minimum of five characters, case sensitive)

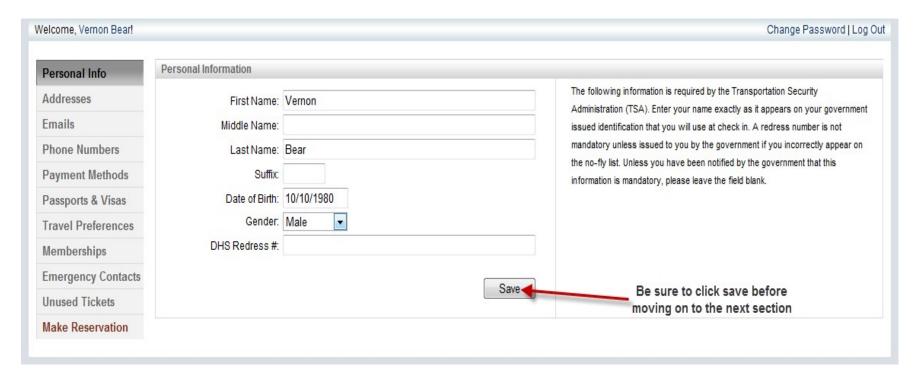
Create an Account		
To sign into The Travel Team Online Pr If you already have an account, you can		e an account.
Please enter in your company's profile	e code: *	
Please enter in your name as it appea	rs on your government issue	ed photo ID:
First Name: *		
Middle Name/Initial:		
Last Name: *		
Please enter in your contact information:		
Phone: *		Ext
	Home Mobile	
Email Address: *		
Confirm Email Address: *		
Please enter in a password for your account:		
Password: *		
Confirm Password: *		
Note that passwords are case-sensitive and must be at least 5 characters in length.		
Please review the Terms of Service below: *		
By electronic transmission of the profile data; I hereby appoint the owner, manager and all employees of The Travel Team, Inc. Agency to be my attorney-in-fact for the sole purpose of signing any documents necessary to purchase and issue airline tickets and to charge these purchases to the credit card listed under billing information of this electronic profile.		
I authorize any of my attorney -in-fact to sign credit card authorizations on my behalf, and intend		
Laccept the above Terms of Service		
Please read the terms and		
To make sure you are not a robot conditions and check this box		
Type the two words: Type the two words: Company C		
Enroll Enroll Enter the words from above		

Congratulations, you have successfully registered. From this page you can enter all necessary information by following the icons on the left hand side of the screen.

Section I - Personal information

1. Check to make sure your name matches your government issued I.D.

- 2. Enter your date of birth
- 3. Enter your gender
- 4. Enter a DHS Redress # if applicable
- 5. Click SAVE (note: click SAVE before moving on to another section)

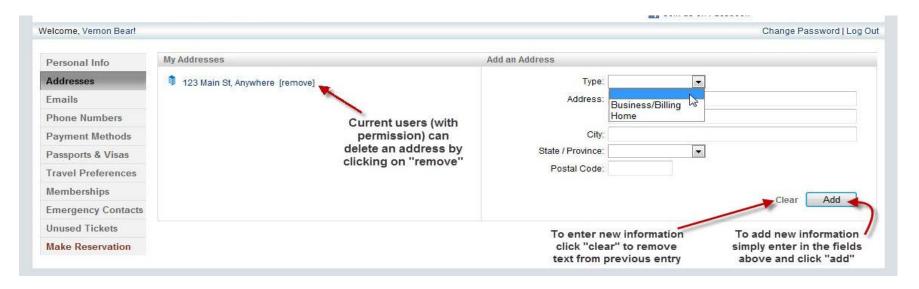


Section II – Addresses

- 1. Select business/billing or home under "type"
- 2. Enter your information and when complete click "add"
- 3. To add another address click "clear" and follow the above steps

- 1. To edit an existing address click on that address and it will appear on the right side of the screen. When complete click "update"
- 2. To remove an address click "remove" located to the right of the address. You will see window asking you to confirm, click "ok."

NOTE: Use of the "clear" function is required to enter new information. Information entered without clicking "clear" will not be saved.



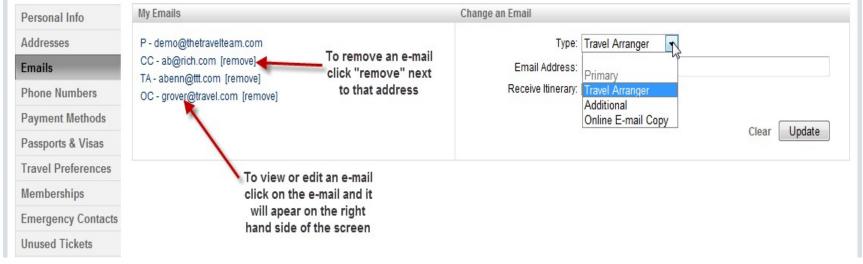
Section III - E-mail

- 1. Your primary e-mail has been saved and is not able to be changed. Please contact the travel team if this needs to be changed
- 2. To add an additional e-mail select travel arranger, additional, or on-line e-mail copy under "type"
 - Travel arranger This selection will allow your profile to be viewed by another person

- Additional This selection will be carbon copied ("cc")
- Online e-mail copy
- 3. Check "receive itinerary" if you would like an itinerary sent to that particular address
- 4. Click "add"

- 1. To edit an existing e-mail click on the e-mail and it will appear in the right hand side of the screen. When complete click "update."
- 2. To remove an e-mail click "remove" located to the right of the address. You will see window asking you to confirm, click "ok."

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Section IV - Phone Numbers

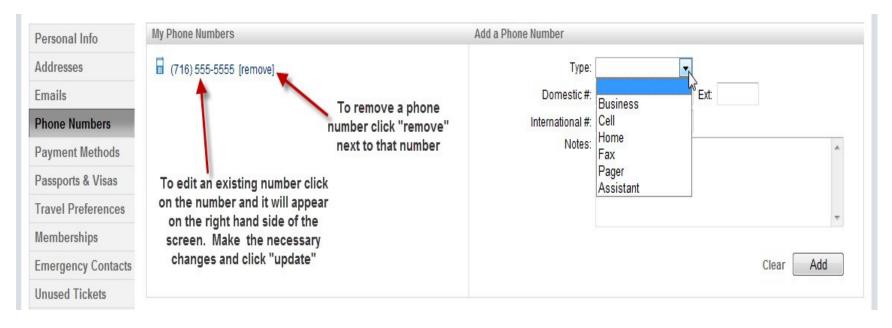
- 1. Select from the drop down menu "type"
- 2. Enter domestic or international number
- 3. Notes box: if there are any special instructions regarding use of these phone numbers you can enter text into the notes box

4. Click "add"

Current Users

- 1. To edit an existing number click on the number and it will appear on the right hand side of the screen. When complete click "update."
- 2. To remove a phone number click "remove" located to the right of the address. You will see window asking you to confirm, click "ok."

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Section V - Payment Methods

- 1. Enter card number
- 2. Select the vendor: AMEX, Mastercard, DinersClub, Discover, UATP, or Visa (Vendor will be defaulted based on card number)
- 3. Enter Expiration date

- 4. Enter security code
- 5. Select the purpose of this card under "card type"
 - Air/hotel only one air card is permitted
 - Air
 - Hotel
 - Personal
- 6. Click "add"

- 1. To edit an existing card click on the card and it will appear on the right hand side of the screen. When complete click "update."
- 2. To remove a card click "remove" located to the right of that card. You will see window asking you to confirm, click "ok."

Restricted selection: NOTE if you check the restricted box you will be unable to change that card

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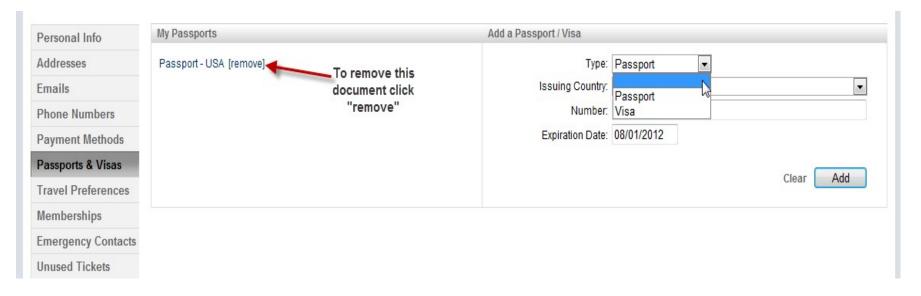
Section VI - Passports and Visas

- 1. Select passport/visa
- 2. Select issuing country

- 3. Enter the document number
- 4. Enter expiration date
- 5. Click "add"

- 1. To edit an existing passport/visa click on the document and it will appear on the right hand side of the screen. When complete click "update."
- 2. To remove a passport/visa click "remove" located to the right of that document. You will see window asking you to confirm, click "ok."

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Section VII - Travel Preferences

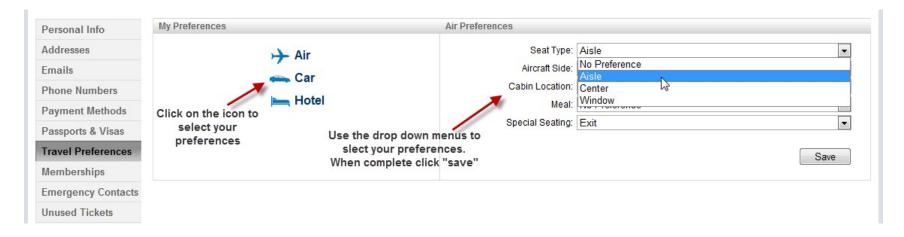
- 1. This page allows you to enter travel preferences for air, car, and hotel
- 2. Click the appropriate icon: air, car, or hotel

- 3. Select from the drop down menu each of your preferences
- 4. When ready click "save"
- 5. Repeat for each additional travel preferences

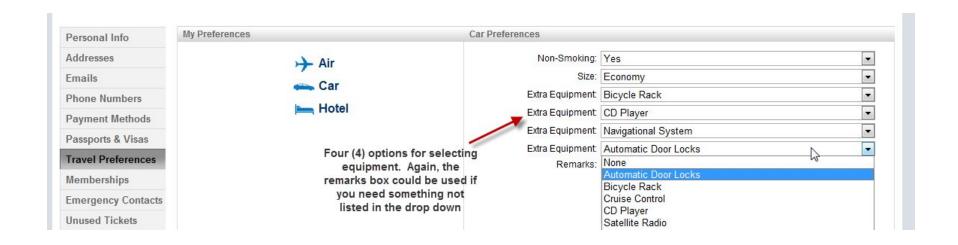
- 1. To change existing preferences use the drop down menus and make a new selection then click "save"
- 2. If you decide to have no preference select "no preference"

NOTE: Preferences are saved on the right hand side of the screen once you click "save"

Air



Car



Hotel



Section VIII – Memberships

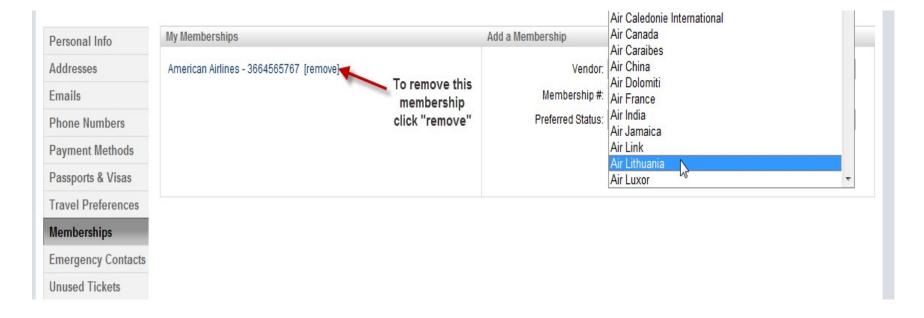
New Users

- 1. Select from the list of vendors in the drop down menu
- 2. Enter membership number
- 3. Select a preferred status if applicable
- 4. Click "add"

Current Users

- 1. To edit an existing membership click on the name and it will appear on the right hand side of the screen. When complete click "update."
- 2. To remove a membership click "remove" located to the right of that name. You will see a window asking you to confirm, click "ok."

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Section IX - Emergency Contacts

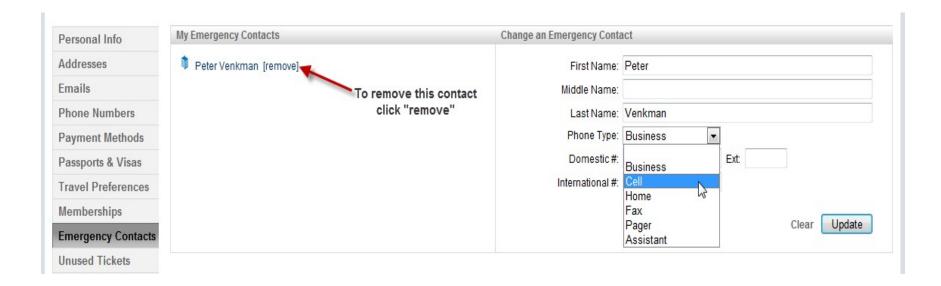
New Users

- 1. Enter your first contact person
- 2. Enter phone type
- 3. Enter phone number, domestic or international
- 4. Click "add"
- 5. Enter additional contacts as necessary

Current Users

- 1. To edit an existing contact click on the name and it will appear on the right hand side of the screen. When complete click "update."
- 2. To remove a contact click "remove" located to the right of that name. You will see a window asking you to confirm, click "ok."

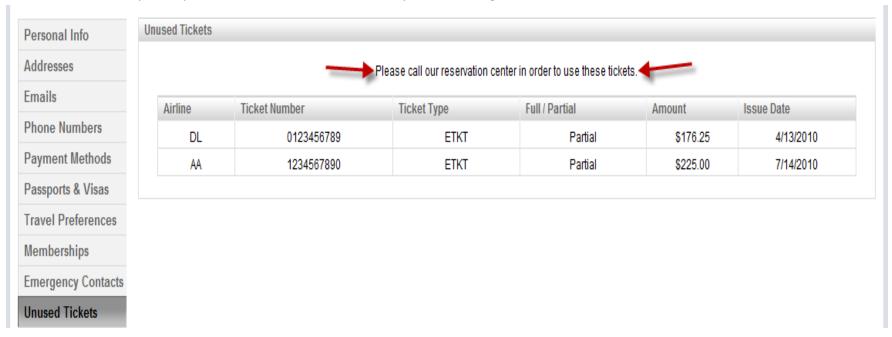
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Section X - Unused tickets

New and Current Users

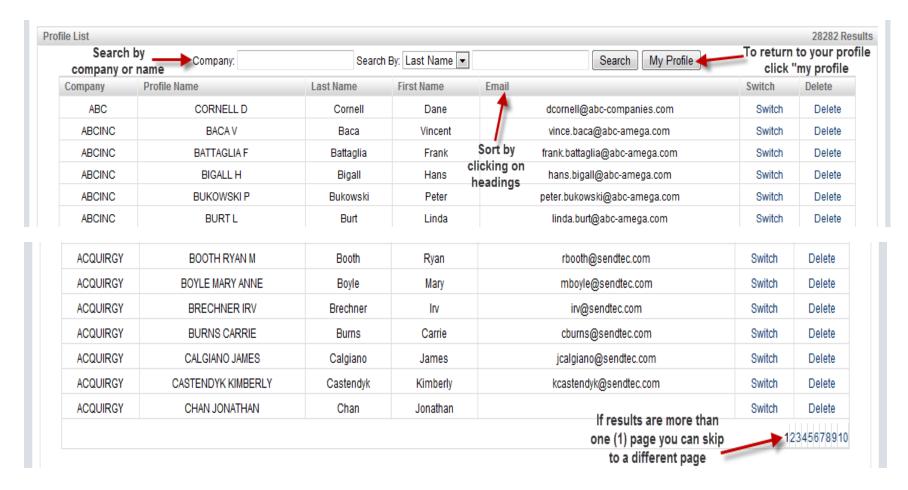
- 1. This page will display any unused tickets you may have
- 2. These tickets cannot be edited
- 3. To redeem any ticket please contact The Travel Team and speak with an agent



Switch profiles

1. Search profiles by company, first or last name, e-mail, or profile

- 2. Click "switch" to view another profile
- 3. To return to your profile click "my profile"
- 4. Sort results by clicking on column headings



Thank you for using the travel team online profile!