



# Travel-OnLine™

## Step-By-Step Guide for New Users

**Step. 1 Registering as a New User**

**Step. 2 Log In**

**Step. 3 Creating Your Profile**



**Request Access to Travelport** **New Account Setup**

**Welcome!** This page requests the minimum information required in order to grant you access to the Travelport Online Booking system. Provide the requested information, and then click **Save**.

"\*" Starred items must be filled in before you save.

First name: \* Middle name:  Last name: \*

Company: Intelsat \* E-mail address: \*

Home airport code: \*

Home phone number

Country code: \* Area code:  Phone number: \*

Work phone number

Country code: \* Area code:  Phone number: Ext: \*

Role type: \* **Traveler**

**Trip-specific Information**

Company Identifier - 3 digit numeric codes

**User ID and Password**

Your **e-mail address** will serve as your user ID.

Your password must be at least 5 characters in length. You can use any combination of letters or numbers.

Enter your password: \* Enter password again: \*

Enter a short phrase or "**hint**" to remind you of your password in case you forget it.

Enter password "hint": \*

"\*" Starred items must be filled in before you save

**Complete the information requested.**

**Select Role**  
**Choose "Traveler" or "Travel Coordinator"**

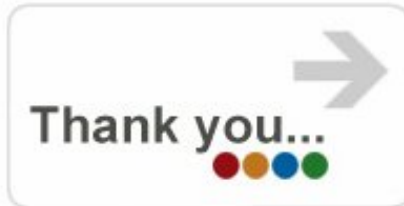
**User ID = business email address.**  
**Create a password.**

**ALWAYS REMEMBER TO SAVE!!!**



Request Access to Travelport

New Account Setup



**REGISTRATION  
CONFIRMED**

Now you need to complete  
your profile.

### Self-Registration Confirmation

Thank you for requesting access to the Travelport Online Booking system. Click the link below to access the Travelport Online Booking Sign-In page, and then sign in with your new user ID and password for immediate system access.

Go to Travelport >

Click

**“GO to Travelport”**

**Your profile is next...**

**Complete it before you make any reservations**



**Travelport**  
For Business

Welcome! Please sign in.

Log in with your **user ID (your business email)** and password as entered in your registration.

Fields are case sensitive

User ID:

Password:

[Forgot Your Password?](#)

Go

Click "Go"

The screenshot shows the login interface for Travelport For Business. At the top, the logo and 'For Business' text are displayed. Below the logo, a welcome message says 'Welcome! Please sign in.' The main form area contains two input fields: 'User ID:' and 'Password:'. A red box highlights the 'Go' button next to the password field, with an arrow pointing to it from a callout box that says 'Click "Go"'. Another red box on the left contains instructions: 'Log in with your user ID (your business email) and password as entered in your registration. Fields are case sensitive'. A red oval encircles the input fields and the 'Go' button. A 'Forgot Your Password?' link is located below the password field.



➔ **Terms & Conditions and Privacy Policy**

Please click the links below to view the current Terms & Conditions and Privacy Policy for your location. If these are acceptable, please select the confirmation box below and click OK to proceed.

[View Travelport Terms and Conditions](#)

[View Travelport Privacy Policy](#)

I have read and accept the Terms & Conditions and Privacy Policy

Note: If you choose not to accept the Terms & Conditions and Privacy Policy, you will not be able to access the Travelport Online Booking system.

OK

- ➔ Read Terms and Conditions
- ➔ View Privacy Policy
- ➔ Check Acknowledgement

Click "OK"



**Change Password:** marydemo@clark.com

**To change your password:**

- 1) **Old password:** Type your old password.
- 2) **Password reminder phrase:** Type a short password reminder phrase.
- 3) **New password:** Type your new password.
- 4) **Confirm new password:** Confirm your new password by typing it again.
- 5) Note that your password must be at least 5 characters long.

Old password:

Password reminder phrase:

New password:

Confirm new password:

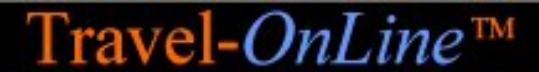
Click **Go** to update your password record.

**Upon first time log in you will be prompted to change password.**

**You may keep the password that you registered under.**

**Or create a new password if you wish.**

**Click “GO”**



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Your password has been successfully changed.

Click 'Go' to continue:



**Click "GO"**  
**There's more >>>**



Monday, Apr 30 2007

**Trip Tools**

- New Trip
- Saved Trips
- Add a Flight
- Add a Hotel
- Add a Car
- Add a Personal Note
- Buy Trip
- Save Trip
- Print Trip
- E-mail Itinerary

**Traveler Details** [return to profile master menu](#)

**Traveler Details:** profile for Patience Hunnicutt  
FBR - FBR Default

Welcome to the Travelport Online Booking system. Because this is your first time signing in, please take a moment to review your Traveler profile before continuing. Please make sure the information below is accurate and that all required fields have been completed. To save any changes, click the Save button at the bottom of this page.

\*" Starred items must be filled in before you save.

First name:	Middle name:	Last name:
<input type="text" value="Patience"/> *	<input type="text"/>	<input type="text" value="Hunnicutt"/> *
E-mail address:	Home airport code:	
<input type="text" value="phunnicutt@fbr.com"/> *	<input type="text" value="DCA"/> *	
Administrator first name:		Administrator last name:
<input type="text"/>		<input type="text"/>
Administrator e-mail address:		Administr
<input type="text"/>		<input type="text"/>

Complete this **Traveler Details** page.

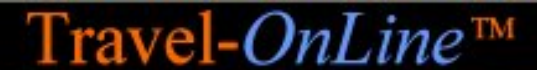
Scroll way down to the bottom of the page and click **"SAVE"**.

This person will be cc-d on all correspondence.

Click **"Return to Profile Master Menu"** to enter your credit cards, travel preferences, and membership programs.



**ALWAYS REMEMBER TO SAVE!!!**



### Ticket and Document Delivery Options

Always use e-tickets when available

When e-tickets are not available, deliver all documents to the following address:

Work  Home  Other (enter below)

Country:

United States

Address Line 1

Address Line 2

City:

State

<Select one>

ZIP Code

Send additional itinerary notifications to:

E-mail address:

E-mail address:

**This could be your spouse, supervisor, a second admin, etc.**



**Credit Cards** [return to profile master menu](#)

**Credit Card Information:** Profile for Mary Korbin  
FBR - FBR Default

**View Credit Card**

\* Starred items must be filled in before you save

**Credit Card for Business Travel**

Card type:  \*

Card number:  \*      Expiration date: MM  / YY  \*

**Cardholder's name as it appears on the credit card:**  
 \*

This card is the default for:  
 Air    Hotel    Car

**Exact billing address for this card:**

Country:  \*

Address Line 1:  \*

Address Line 2:

City:  \*

Region:       Postal Code:

\* Starred items must be filled in before you save

You must check "air" and "hotel" or the card information will not be retained.



**Hotel Preferences**

**Hotels:**

[Add Hotel](#) [Delete Hotel](#)

Smoking:

Room type:

None

None

Double

King

Queen

Single

**Two Doubles**

2 KINGS

2 QUEENS

Two Singles

DELUXE

DELUXE 1 BEDROOM APT

DELUXE 1 DOUBLE BED

DLX ROOM QUEEN OR DBL BED

DELUXE RM WITH ROUND KING BED

DELUXE SINGLE

DELUXE, 1 TWIN BED

DELUXE 2 BEDROOM APT

DELUXE, 2 KING BEDS

DELUXE, 2 TWIN BEDS

DELUXE 3 BEDROOM APT

DELUXE 3 DOUBLE W/BATH

DLX 2MSTRBD STE W/2KG/1Q SOFA

DLX 1BDRM STE W/1QUEEN/2SINGLE

DELUXE TRIPLE ROOM

DELUXE, 3 TWIN BEDS

DELUXE 4 BEDROOM APT

EXECUTIVE ROOM W/4 DOUBLE BEDS

DELUXE, 4 TWIN BEDS

DLX 3BDRM STE W/2QUEEN/3SINGLE

DLX 4MSTRBD STE W/4KG/2Q SOFA

Special hotel requests:  
(maximum 75 characters)

**Car Preferences**

**Car rental agencies:**

[Add Agency](#)

Smoking:

Additional item: (if available)  
Only one item can be sent with your reservation. Note: These items are on a request basis only and may incur an additional charge. Please check with the rental agency or your travel agent for details.

**select one of the first five options only.**

If your airline isn't listed in the drop-down menu click the magnifying glass to find it.

Be sure to complete this information accurately for each program

Membership Programs [return to profile master menu](#)

**Membership Programs:** profile for Patience Hunnicutt

**Add to Airline List:** Close

\* Starred items must be filled in before you may add to the list.

Airline name:   \* Membership Number:  \*

Membership Type:

Car Rental Company	Membership Number	Membership Type
<a href="#">+ Add Company</a>		

➔ To save your changes, click the **Save** button.



**Travel Coordinators click here to add access to your traveler's profiles.**

**Travelers click here to grant your travel coordinator access to your profile.**

**My Travelers**

For an alphabetical list of Travelers for whom you can book travel, click **Add Traveler**.

To remove a Traveler from the list, select the Traveler's name, and then click **Delete Traveler**.

To delete an assigned Traveler whose name is not displayed in the **My Travelers** list, first select "More", and then select the Traveler's name to add it to the **My Travelers** list. You can then proceed to delete the Traveler from the list.

You have chosen to book on behalf of these Travelers:

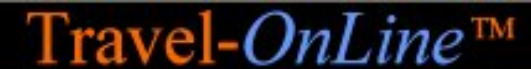
[Add Traveler](#) [Delete Traveler](#)

[Book on Behalf of Traveler](#)

**My Travel Coordinators**

You have assigned these Travel Coordinators to book on your behalf:

[Add Travel Coordinator](#) [Delete Travel Coordinator](#)



Friday, Mar 17 2006

**Trip Tools**

- Home Page
- New Trip
- Saved Trips
- Add a Flight
- Add a Hotel
- Add a Car
- Add a Personal Note
- Buy Trip
- Save Trip
- Print Trip
- E-mail Itinerary
- Cancel Trip
- Traveler Support

**Profile Manager**

- Profile Menu

**Personal Tools**

- Print This Page
- View Flight Status
- View Timetable
- Travel Coordinator
- Currency Converter
- Help
- Sign Out

### Profile Manager: Travel Coordinator

Welcome, Mary Korbin! The Profile Manager pages provide direct links to individual Traveler profiles. All information is transferred via a secure Internet connection.

**Edit Individual Items**

Currently configured to edit user *Mary Korbin*

**Step 1: Enter enough information to find the Traveler**

Last name:	First name:
<input type="text" value="Korbin"/>	<input type="text" value="Mary"/>
E-mail address:	User ID:
<input type="text" value="marydemo@clark.com"/>	<input type="text" value="marydemo@clark.com"/>

[Clear Form](#)

**Step 2: Click on the profile section you want to edit**

- [Traveler Details](#) - Edit or delete name, address, phone, e-mail, contacts, and so on.
- [Credit Cards](#) - Add, edit or delete credit card information used for business and personal travel.
- [Travel Preferences](#) - Add, edit or delete preferred seats, meals, cabin, and so on.
- [Membership Programs](#) - Add, edit or delete frequent flier and incentive program info.
- [Password Maintenance](#) - Change user's password.
- [Print Traveler Profile](#) - Print all or part of your Traveler profile.
- [Travel Coordinator](#) - Manage Traveler / Travel Coordinator authorizations and book on behalf.

Click on each profile section and enter your information.

Remember to use you legal name so that your airline tickets and Photo ID will match.

Remember to scroll way down to the bottom of the page and click **SAVE**.

When you are finished, you can **"PRINT"** your profile.



**ALWAYS REMEMBER TO SAVE!!!**

Thursday, May 3 2007

### Trip Tools

- New Trip
- Saved Trips
- Add a Flight
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- Add a Car
- Add a Personal Note
- Buy Trip
- Save Trip
- Print Trip
- E-mail Itinerary
- Cancel Trip
- Traveler Support

### Profile Manager

Profile Menu

### Personal Tools

- Print This Page
- View Flight Status
- View Timetable
- Travel Coordinator
- Currency Converter
- Help
- Sign Out

## Managing Your Personal Profile

**Welcome John Korbin!** This page provides direct links to your online Traveler profile. All information is transferred via a secure Internet connection.

### Select Traveler Profile Components for Editing

- [Traveler Details](#) - Name, address, phone, emergency, and passport information
- [Credit Cards](#) - Information on credit cards for business and personal use.
- [Travel Preferences](#) - Preferred seating, meals, service class, and so on.
- [Membership Programs](#) - Frequent flyer and incentive program information.
- [Change Password](#) - Change your sign-in password or your password hint.
- [Print Traveler Profile](#) - Print all or part of your Traveler profile.
- [Travel Coordinator](#) - Manage Traveler & Travel Coordinator authorizations and "book on behalf of" permissions.

Select any profile section to update your information.  
Remember to **SAVE** after editing the profile sections.



# Travel-OnLine™ Support

Please contact our dedicated support department should you need assistance with your online traveler profile or user ID.

Email: [travelonline@tvlon.com](mailto:travelonline@tvlon.com)

Phone: (240) 387-4006