


## Creating a Travel Team Online Profile (TTOP) – Travel Arranger Edition

Please visit [www.thetravelteam.com](http://www.thetravelteam.com) and click on the link in the lower left hand corner to be redirected to our new secure login page.

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### Please Log In

Email:

Password:

Remember me

[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 Profile Tool you must first create an account.  
If you already have an account, you can [sign in here](#).

Please enter in your company's profile code: \*

Please enter in your name as it appears on your government issued 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

accept the above Terms of Service

To make sure you are not a robot...

Please read the terms and conditions and check this box

**Indirect ia.lindu**

Type the two words:

reCAPTCHA™  
stop spam.  
read books.

If you are unable to read the words click the refresh button for a new set of words

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)

Welcome, Vernon Bear! Change Password | Log Out

**Personal Info**

Addresses

Emails

Phone Numbers

Payment Methods

Passports & Visas

Travel Preferences

Memberships

Emergency Contacts

Unused Tickets

**Make Reservation**

**Personal Information**

First Name:

Middle Name:

Last Name:

Suffix:

Date of Birth:

Gender:  ▼

DHS Redress #:

The following information is required by the Transportation Security Administration (TSA). Enter your name exactly as it appears on your government issued identification that you will use at check in. A redress number is not mandatory unless issued to you by the government if you incorrectly appear on the no-fly list. Unless you have been notified by the government that this information is mandatory, please leave the field blank.

**Be sure to click save before moving on to the next section**

## Section II – Addresses

### New Users

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

## Current Users

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.*

The screenshot shows a user profile page for 'Vernon Bear'. On the left is a navigation menu with options: Personal Info, Addresses (selected), Emails, Phone Numbers, Payment Methods, Passports & Visas, Travel Preferences, Memberships, Emergency Contacts, Unused Tickets, and Make Reservation. The main content area is split into two sections: 'My Addresses' and 'Add an Address'. 'My Addresses' contains one entry: '123 Main St, Anywhere [remove]'. A red arrow points from the text 'Current users (with permission) can delete an address by clicking on "remove"' to the '[remove]' link. 'Add an Address' contains form fields for Type (dropdown), Address (text), City (text), State / Province (dropdown), and Postal Code (text). The 'Type' dropdown is open, showing 'Business/Billing' and 'Home'. At the bottom of the form are 'Clear' and 'Add' buttons. A red arrow points from the text 'To enter new information click "clear" to remove text from previous entry' to the 'Clear' button. Another red arrow points from the text 'To add new information simply enter in the fields above and click "add"' to the 'Add' button.

## Section III – E-mail

### New Users

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”

**Current Users**

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.”

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



**Section IV - Phone Numbers**

**New Users**

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."

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

The screenshot shows a user profile interface with a sidebar on the left containing menu items: Personal Info, Addresses, Emails, Phone Numbers (highlighted), Payment Methods, Passports & Visas, Travel Preferences, Memberships, Emergency Contacts, and Unused Tickets. The main content area is split into two panels. The left panel, titled 'My Phone Numbers', displays a single phone number '(716) 555-5555' with a mobile phone icon and a '[remove]' link. Two red arrows point to the number and the 'remove' link, with text annotations: 'To edit an existing number click on the number and it will appear on the right hand side of the screen. Make the necessary changes and click "update"' and 'To remove a phone number click "remove" next to that number'. The right panel, titled 'Add a Phone Number', contains a 'Type:' dropdown menu with options: Business, Cell, Home, Fax, Pager, and Assistant. Below the dropdown are fields for 'Domestic #:', 'International #:', and 'Ext:'. A 'Notes:' text area is also present. At the bottom right of the panel are 'Clear' and 'Add' buttons.

### Section V - Payment Methods

#### New Users

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”

**Current Users**

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

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

Section VI - Passports and Visas

**New Users**

1. Select passport/visa
2. Select issuing country



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

### Current Users

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."

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

The screenshot displays a user interface for managing passports and visas. On the left is a vertical navigation menu with options: Personal Info, Addresses, Emails, Phone Numbers, Payment Methods, Passports & Visas (highlighted), Travel Preferences, Memberships, Emergency Contacts, and Unused Tickets. The main content area is split into two panels. The left panel, titled 'My Passports', shows a list with one entry: 'Passport - USA [remove]'. A red arrow points from the text 'To remove this document click "remove"' to the '[remove]' link. The right panel, titled 'Add a Passport / Visa', contains the following form fields: 'Type:' with a dropdown menu showing 'Passport'; 'Issuing Country:' with a dropdown menu showing 'Passport'; 'Number:' with a text input field containing 'Visa'; and 'Expiration Date:' with a date picker showing '08/01/2012'. At the bottom right of this panel are 'Clear' and 'Add' buttons.

### Section VII - Travel Preferences

#### New Users

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

### Current Users

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

The screenshot displays the 'My Preferences' section of a user profile. On the left is a vertical navigation menu with options: Personal Info, Addresses, Emails, Phone Numbers, Payment Methods, Passports & Visas, **Travel Preferences** (highlighted), Memberships, Emergency Contacts, and Unused Tickets. The main content area is split into two panes. The left pane, titled 'My Preferences', contains three icons: an airplane for 'Air', a car for 'Car', and a hotel for 'Hotel'. A red arrow points to the 'Air' icon with the text 'Click on the icon to select your preferences'. The right pane, titled 'Air Preferences', contains several dropdown menus: 'Seat Type' (set to Aisle), 'Aircraft Side' (with a dropdown menu open showing 'No Preference', 'Aisle', 'Center', and 'Window'), 'Cabin Location' (set to Center), 'Meal' (set to No Preference), and 'Special Seating' (set to Exit). A red arrow points to the 'Aircraft Side' dropdown with the text 'Use the drop down menus to select your preferences. When complete click "save"'. A 'Save' button is located at the bottom right of the 'Air Preferences' pane.

### Car

Personal Info	<p><b>My Preferences</b></p> <p> Air  Car  Hotel</p> <p>Four (4) options for selecting equipment. Again, the remarks box could be used if you need something not listed in the drop down</p>	<b>Car Preferences</b>	
Addresses		Non-Smoking: Yes	
Emails		Size: Economy	
Phone Numbers		Extra Equipment: Bicycle Rack	
Payment Methods		Extra Equipment: CD Player	
Passports & Visas		Extra Equipment: Navigational System	
<b>Travel Preferences</b>		Extra Equipment: Automatic Door Locks	
Memberships		Remarks: None	
Emergency Contacts		Automatic Door Locks	
Unused Tickets		Bicycle Rack	
		Cruise Control	
		CD Player	
		Satellite Radio	

## Hotel

Personal Info	<p><b>My Preferences</b></p> <p> Air  Car  Hotel</p> <p>The remarks section is used for any preferences not listed or any additional information needed</p>	<b>Hotel Preferences</b>	
Addresses		Room Type: King	
Emails		Non-Smoking: No Preference	
Phone Numbers		Handicapped: King	
Payment Methods		Remarks: Queen	
Passports & Visas		Suite	
<b>Travel Preferences</b>			
Memberships			
Emergency Contacts			
Unused Tickets			
			<input type="button" value="Save"/>

## 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."

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

The screenshot displays a user profile interface with a sidebar on the left containing menu items: Personal Info, Addresses, Emails, Phone Numbers, Payment Methods, Passports & Visas, Travel Preferences, **Memberships**, Emergency Contacts, and Unused Tickets. The main content area is divided into two sections: 'My Memberships' and 'Add a Membership'. The 'My Memberships' section contains a table with one entry: 'American Airlines - 3664565767 [remove]'. A red arrow points from the text 'To remove this membership click "remove"' to the '[remove]' link. The 'Add a Membership' section is active, showing a form with fields for 'Vendor', 'Membership #', and 'Preferred Status:'. The 'Vendor' dropdown menu is open, displaying a list of airlines: Air Caledonie International, Air Canada, Air Caraibes, Air China, Air Dolomiti, Air France, Air India, Air Jamaica, Air Link, Air Lithuania (highlighted), and Air Luxor.

### 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."

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

The screenshot displays a web interface for managing emergency contacts. On the left is a vertical navigation menu with the following items: Personal Info, Addresses, Emails, Phone Numbers, Payment Methods, Passports & Visas, Travel Preferences, Memberships, **Emergency Contacts** (highlighted), and Unused Tickets. The main content area is titled 'My Emergency Contacts' and 'Change an Emergency Contact'. It features a list of contacts, with one entry: 'Peter Venkman [remove]'. A red arrow points to the '[remove]' link, with the text 'To remove this contact click "remove"' next to it. To the right is a form for editing the selected contact. The form fields are: First Name: Peter; Middle Name: (empty); Last Name: Venkman; Phone Type: Business (dropdown menu is open, showing options: Business, Cell, Home, Fax, Pager, Assistant, with 'Cell' selected); Domestic #: (empty); Ext: (empty); International #: (empty). At the bottom right of the form are 'Clear' and 'Update' buttons.

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

- Personal Info
- Addresses
- Emails
- Phone Numbers
- Payment Methods
- Passports & Visas
- Travel Preferences
- Memberships
- Emergency Contacts
- Unused Tickets**

#### Unused Tickets

→ Please call our reservation center in order to use these tickets. ←

Airline	Ticket Number	Ticket Type	Full / Partial	Amount	Issue Date
DL	0123456789	ETKT	Partial	\$176.25	4/13/2010
AA	1234567890	ETKT	Partial	\$225.00	7/14/2010

### 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

Profile List 28282 Results

Search by **Company** or name  Search By: Last Name    **To return to your profile click "my profile"**

Company	Profile Name	Last Name	First Name	Email	Switch	Delete
ABC	CORNELL D	Cornell	Dane	dcornell@abc-companies.com	Switch	Delete
ABCINC	BACA V	Baca	Vincent	vince.baca@abc-amega.com	Switch	Delete
ABCINC	BATTAGLIA F	Battaglia	Frank	frank.battaglia@abc-amega.com	Switch	Delete
ABCINC	BIGALL H	Bigall	Hans	hans.bigall@abc-amega.com	Switch	Delete
ABCINC	BUKOWSKI P	Bukowski	Peter	peter.bukowski@abc-amega.com	Switch	Delete
ABCINC	BURT L	Burt	Linda	linda.burt@abc-amega.com	Switch	Delete

**Sort by clicking on headings**

ACQUIRGY	BOOTH RYAN M	Booth	Ryan	rbooth@sendtec.com	Switch	Delete
ACQUIRGY	BOYLE MARY ANNE	Boyle	Mary	mboyle@sendtec.com	Switch	Delete
ACQUIRGY	BRECHNER IRV	Brechner	Irv	irv@sendtec.com	Switch	Delete
ACQUIRGY	BURNS CARRIE	Burns	Carrie	cburns@sendtec.com	Switch	Delete
ACQUIRGY	CALGIANO JAMES	Calgiano	James	jcalgiano@sendtec.com	Switch	Delete
ACQUIRGY	CASTENDYK KIMBERLY	Castendyk	Kimberly	kcastendyk@sendtec.com	Switch	Delete
ACQUIRGY	CHAN JONATHAN	Chan	Jonathan		Switch	Delete

**If results are more than one (1) page you can skip to a different page**

Thank you for using the travel team online profile!