Creating a Travel Team Online Profile (TTOP) – User 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.

THE TRAVEL TEAM

AMERICAN EXPRESS
Travel
Representative

f Join us on Facebook

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
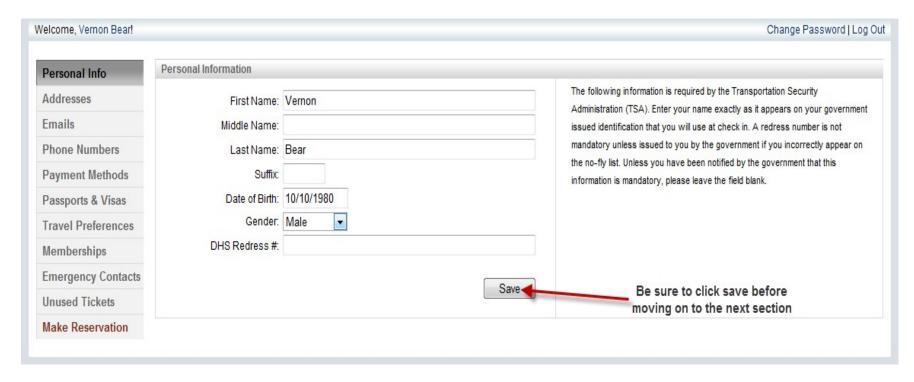5. Enter a unique password (note: minimum of five characters, case sensitive)

Create an Account

To sign into The Travel Team Online 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

☐ I accept the above Terms of Service

Please read the terms and conditions and check this box

To make sure you are not a robot...

Indirect ialindu

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

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)

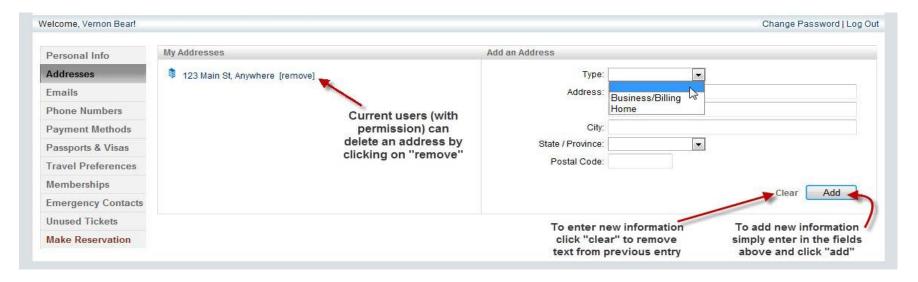Section II – Addresses

<u>New Users</u>
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.

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"

<u>Current Users</u>

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.
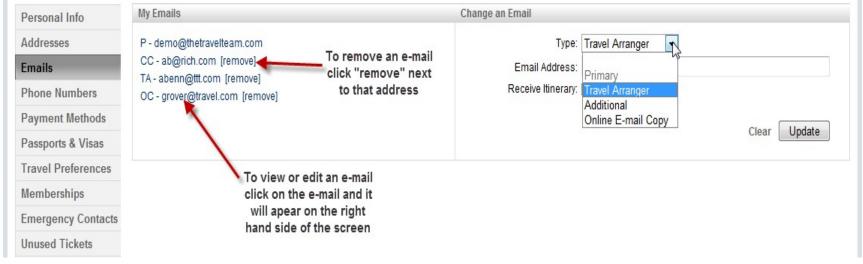

Section IV - Phone Numbers

<u>New Users</u>

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.
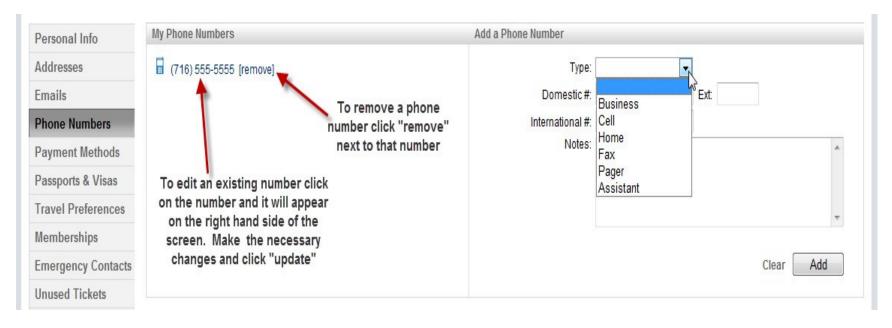

Section V - Payment Methods

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.

My Passports		Add a Passport / Visa	
Personal Info	Passport - USA [remove] ← To remove this document click "remove"	Type: Passport	
Addresses		Issuing Country: Passport	
Emails		Number: Visa	
Phone Numbers		Expiration Date: 08/01/2012	
Payment Methods			
Passports & Visas		Clear Add	
Travel Preferences			
Memberships			
Emergency Contacts			
Unused Tickets			

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

Car

Car Preferences screenshot

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

My Preferences | Car Preferences

✈ Air
🚗 Car
🛏 Hotel

Non-Smoking: Yes
Size: Economy
Extra Equipment: Bicycle Rack
Extra Equipment: CD Player
Extra Equipment: Navigational System
Extra Equipment: Automatic Door Locks
Remarks:
None
Automatic Door Locks
Bicycle Rack
Cruise Control
CD Player
Satellite Radio

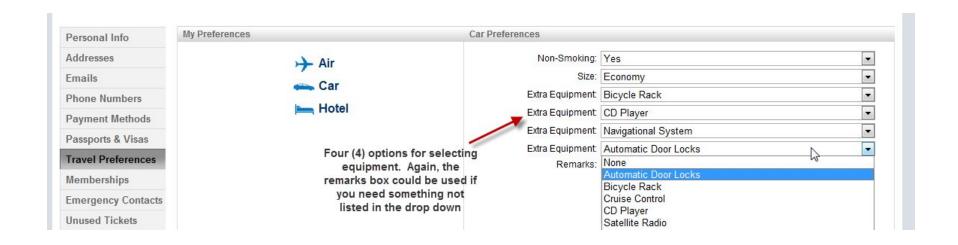Four (4) options for selecting equipment. Again, the remarks box could be used if you need something not listed in the drop down

Hotel

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

My Preferences | Hotel Preferences

✈ Air
🚗 Car
🛏 Hotel

Room Type: King
No Preference
Double
King
Queen
Suite
Non-Smoking:
Handicapped:
Remarks:

Save

The remarks section is used for any preferences not listed or any additional information needed
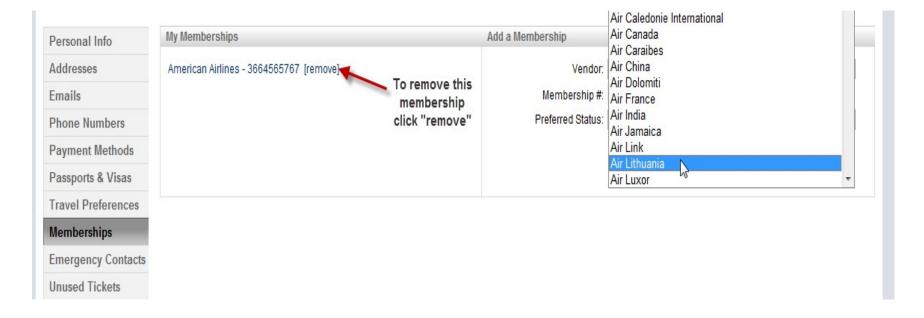
Section VIII – Memberships

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.

Personal Info	My Memberships		Add a Membership		Air Caledonie International
Addresses					Air Canada
	American Airlines - 3664565767 [remove]			Vendor:	Air Caraibes
Emails		To remove this membership click "remove"			Air China
					Air Dolomiti
Phone Numbers				Membership #:	Air France
Payment Methods				Preferred Status:	Air India
					Air Jamaica
Passports & Visas					Air Link
Travel Preferences					Air Lithuania
					Air Luxor
Memberships					
Emergency Contacts					
Unused Tickets					

Section IX - Emergency Contacts

For questions please contact profilehelp@thetravelteam.com
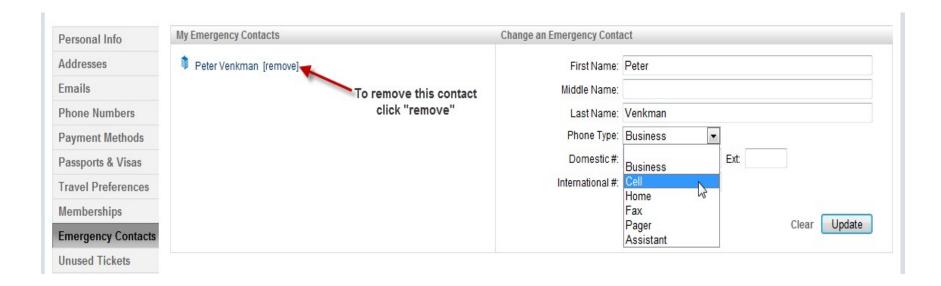
<u>New Users</u>

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

<u>Current Users</u>

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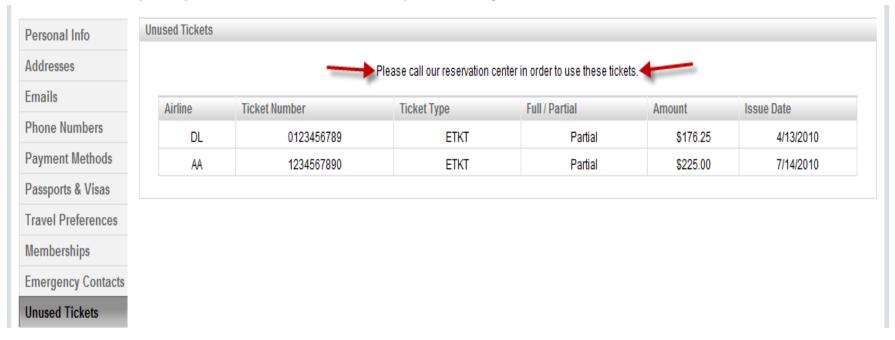
NOTE: Use of the "clear" function is required to enter new information. Information entered without clicking "clear" will not be saved.

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	Unused Tickets					
Addresses	→ Please call our reservation center in order to use these tickets. ←					
Emails						
Phone Numbers	Airline	Ticket Number	Ticket Type	Full / Partial	Amount	Issue Date
Payment Methods	DL	0123456789	ETKT	Partial	$176.25	4/13/2010
Passports & Visas	AA	1234567890	ETKT	Partial	$225.00	7/14/2010
Travel Preferences						
Memberships						
Emergency Contacts						
Unused Tickets						

Thank you for using the travel team online profile!