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

Please visit www.thetravelteam.com and click **TRAVELER LOGIN** in the upper right hand corner to be redirected to our new secure login page.

THE TRAVEL TEAM

Please Log In

Email: user@domain.com

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

Create a new User

To sign in The Travel Team Online Profile Tool you must first create a user.
If you already have a user, you can sign in here.

Please enter in your Travel 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 ◯ Business

Email Address: * [   ]
Confirm Email Address: * [   ]

Please enter in a password for your user:

Password: * [   ]
Confirm Password: * [   ]
*Note that passwords are case-sensitive, must be at least 8 characters in length and contain at least 1 numeric and 1 alphabetical character. In addition, only these special characters are permitted: ! @ # $ % ^ & * ( )*

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. 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

☐ I accept the above Terms of Service

Click to ensure you are not an automated robot...
Please make sure pop-ups are enabled for your browser!

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

[Enroll]

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.

Personal info

Personal Info	Personal Information	History
Addresses	First Name: William	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.
Emails	Middle Name: David	
Phone Numbers	Last Name: Never	
Payment Methods	Suffix:	
Passports & Visas	Date of Birth: 10/10/1980	
Travel Preferences	Gender: Male	
Memberships	DHS Redress #:	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.
Emergency Contacts	(if applicable)	
Unused Tickets	TSA Pre ✓™ / Global Entry /	
Unlock	NEXUS / SENTRI:	
Remarks	Rule Class: Default Travel Class	
Reporting		
Make Reservation	Save	Be sure to click the Save button after completing this page

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 your DHS Redress #, if applicable
5. Enter your TSA Pre ✓™/Global Entry/NEXUS/SENTRI number, if applicable
6. Enter any company related reporting fields, if applicable
7. Click SAVE (note: click SAVE before moving on to another section)

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

To modify an existing address
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."

Email

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 (On 2nd diagram below)
4. Click "add"

To modify an existing e-mail address
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."

Personal Info	My Emails	Add an Email
Addresses	P - testprofile@domain.com	Type:
Emails	TA - arranger@domain.com [remove]	Email Address:
Phone Numbers		Receive Additional CC
Payment Methods	To remove an email, click remove	Itinerary: Additional To
Passports & Visas		Online E-mail Copy
Travel Preferences		Primary
Memberships		Travel Arranger
Emergency Contacts		
Unused Tickets		

To remove an email, click remove

Use the drop down box to select the type of email. Add email and check the box Receive Itinerary if that email address should receive an email confirmation for all reservations booked.

Receive ☑ Itinerary:

lear   Add

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

My Emails

P - testprofile@domain.com

TA - arranger@domain.com [remove]

Change an Email

Type: Travel Arranger ⌄

Email Address: arranger@domain.com

Receive ☑
Itinerary:

Add New   Update

To update an email, click on the email and it will appear to the right. Update the email and click Update

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"

To modify an existing phone number
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."

Payment Methods

Adding a new credit card
1. Enter card number
2. Select the vendor: AMEX, MasterCard, Diners Club, Discover, UATP, or Visa (Vendor will be defaulted based on card number)
3. Enter Expiration date
4. Select the purpose of this card under "card type"
   - Air/hotel – only one air card is permitted
   - Air
   - Hotel
   - Personal
5. Click "add"

To modify an existing credit card
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."

Passports and Visas

1. Select passport/visa
2. Select issuing country
3. Enter the document number
4. Enter expiration date
5. Click "add"

To modify a passport/visa
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."

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

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

To modify existing 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"

Air

Click on the icon to select your preferences

Use the drop down to select your preferences.
When done, click "Save"

Car

My Preferences	Car Preferences
✈ **Air**	Non-Smoking: Yes ⌄
🚗 **Car**	Size: Intermediate ⌄
🛏 **Hotel**	Extra Equipment: Navigational System ⌄
	Extra Equipment: CD Player ⌄
	Extra Equipment: Satellite Radio ⌄
	Extra Equipment: Toll Payment Pass ⌄
	Remarks: None
	Automatic Door Locks
	Bicycle Rack
	CD Player
	Cruise Control
	DVD Player (Rear Seat)
	Hand Control/Left
	Navigational System
Eligible For:	Satellite Radio
	Ski Rack Only
	Snow Chains
	Military Rate: Snow/Winter Tires
	Toll Payment Pass
	Trailer Hitch

There are 4 options to make special requests. You may also type special requests in the Notes section

Hotel

My Preferences		**Hotel Preferences**
Personal Info	✈ **Air**	Room Type: King ⌄
Addresses		No Preference
Emails	🚗 **Car**	Non-Smoking:
Phone Numbers		Double
Payment Methods	🛏 **Hotel**	Handicapped:
Passports & Visas		Remarks: King
Travel Preferences		Queen
Memberships		Suite
Emergency Contacts	**Eligible For:**	Military Rate: ☐
Unused Tickets		Save
Unlock		

The remarks section is used for any preference that is not listed or any additional information needed. Remember to click "Save".

Memberships

To add a new membership program
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"

To modify an existing membership program
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."

Personal Info	My Memberships		Add a Membership	
Addresses	American Airlines - 74654788 [remove]		Vendor:	
Emails			Membership #:	Cyprus Airways
Phone Numbers				Czech Airlines
Payment Methods		To remove this membership	Preferred Status:	Delta Air Lines
Passports & Visas		program, click "remove"		Dollar
Travel Preferences				Doubletree Hotels
Memberships				Dragonair
Emergency Contacts				Drury Inn
Unused Tickets				East Asia Airlines
				Econolodge

Emergency Contacts

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

To modify an existing emergency contact

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."

Unused tickets

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. If you use Concur Travel, you may also apply Unused Tickets during the reservation process.

Personal Info								
Addresses	**Unused Tickets**							**History**
Emails	Please call our reservation center in order to use these tickets.							
Phone Numbers	Airline	Ticket #	Type	Name	Full / Partial	Amount	Issue Date	Exp. Date	CF #
Payment Methods	DL	9147203541	ETKT	Never William	Full	574.25	1/21/2021	1/20/2022	WR4OUH
Passports & Visas	UA	9041572236	ETKT	Never William	Full	236.82	1/21/2021	1/20/2022	PUT2AV
Travel Preferences								
Memberships								
Emergency Contacts								
Unused Tickets								

Thank you for using The Travel Team online profile!