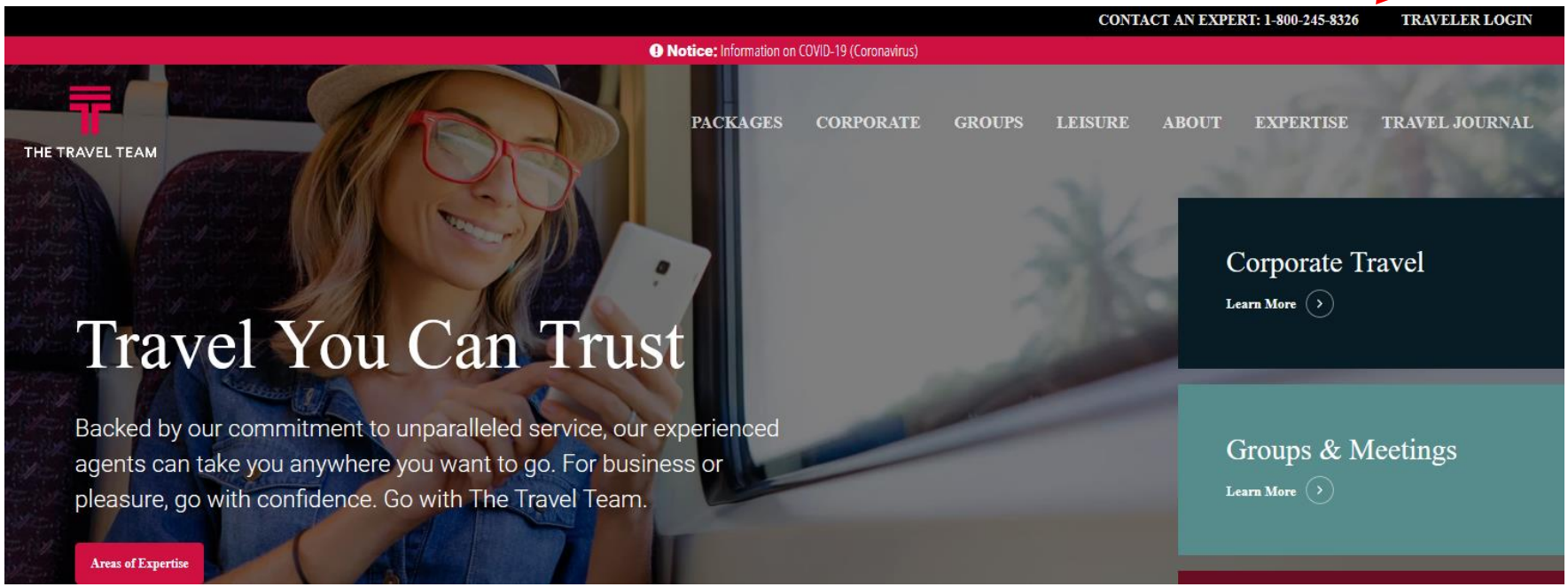
Creating a Travel Team Online Profile (TTOP) – User Edition

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



Join us on Facebook

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: *

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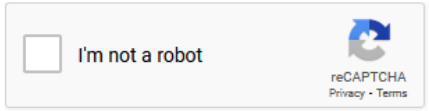
By electronic transmission of the profile data; I hereby appoint the owner,
manager and all employees of The Travel Team, Inc. to be my attorney-in-fact
for the sole purpose of signing any documents necessary to purchase and issue
airline tickets and to charge these purchases to the credit card listed 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

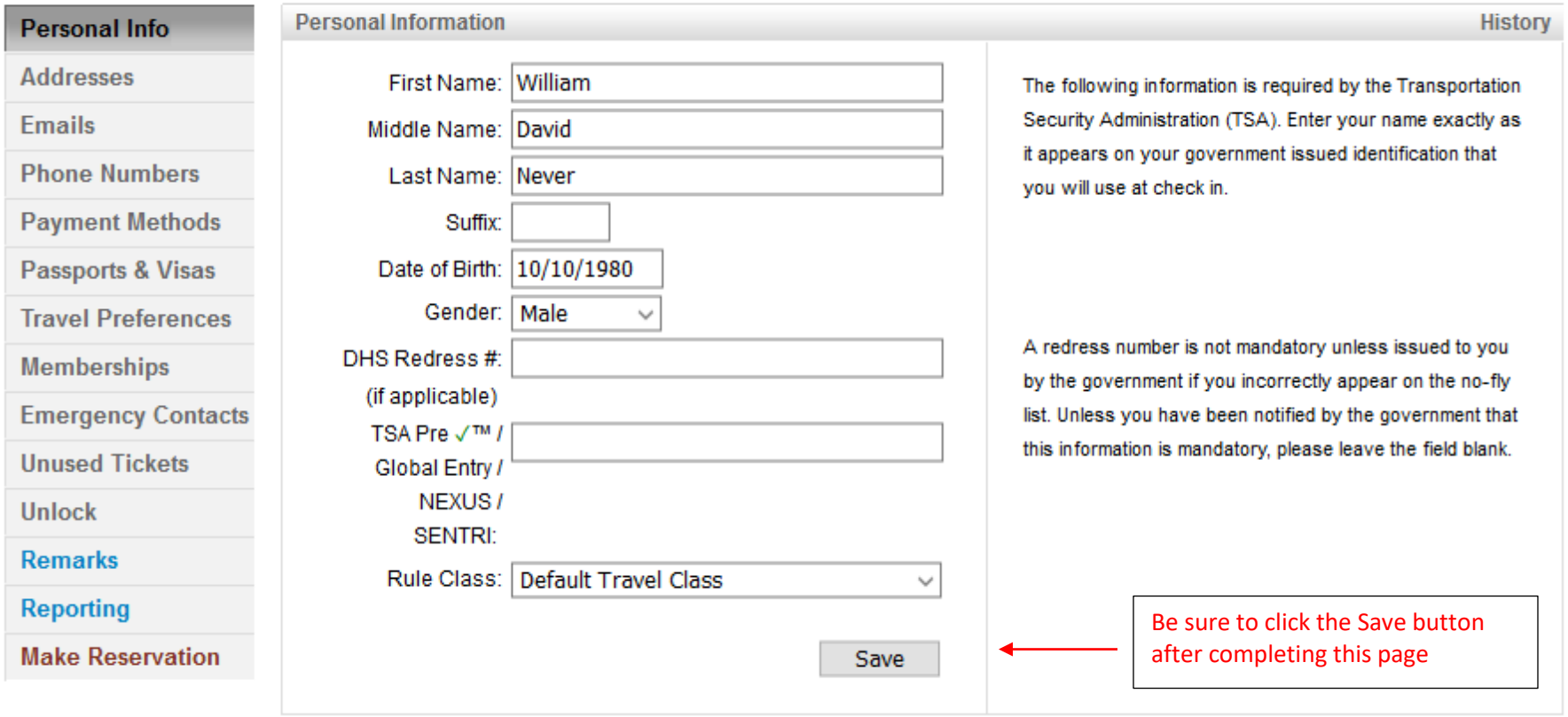
Click to ensure you are not an automated robot...
Please make sure pop-ups are enabled for your browser!



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



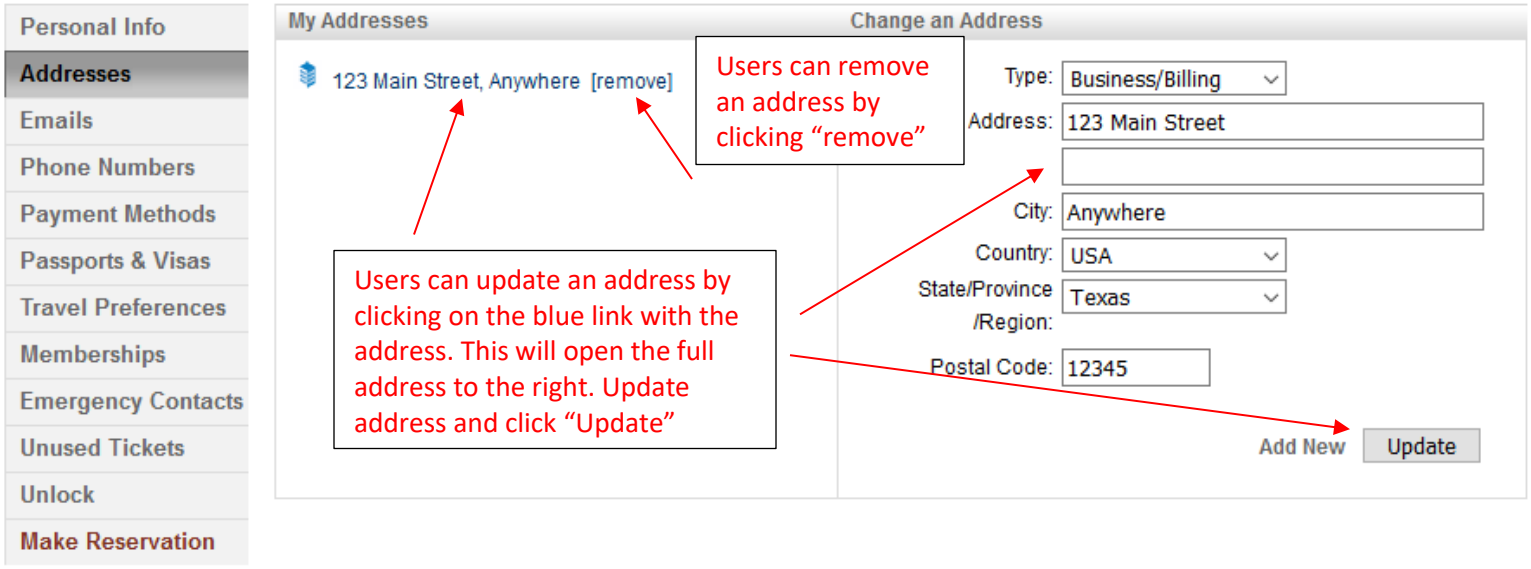
1. Check to make sure your name matches your government issued I.D.
2. Enter your date of birth
3. Enter your gender
4. Enter your DHS Redress #, if applicable
5. Enter your TSA Pre ✓™/Global Entry/NEXUS/SENTRI number, if applicable
6. Enter any company related reporting fields, if applicable
7. Click 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."

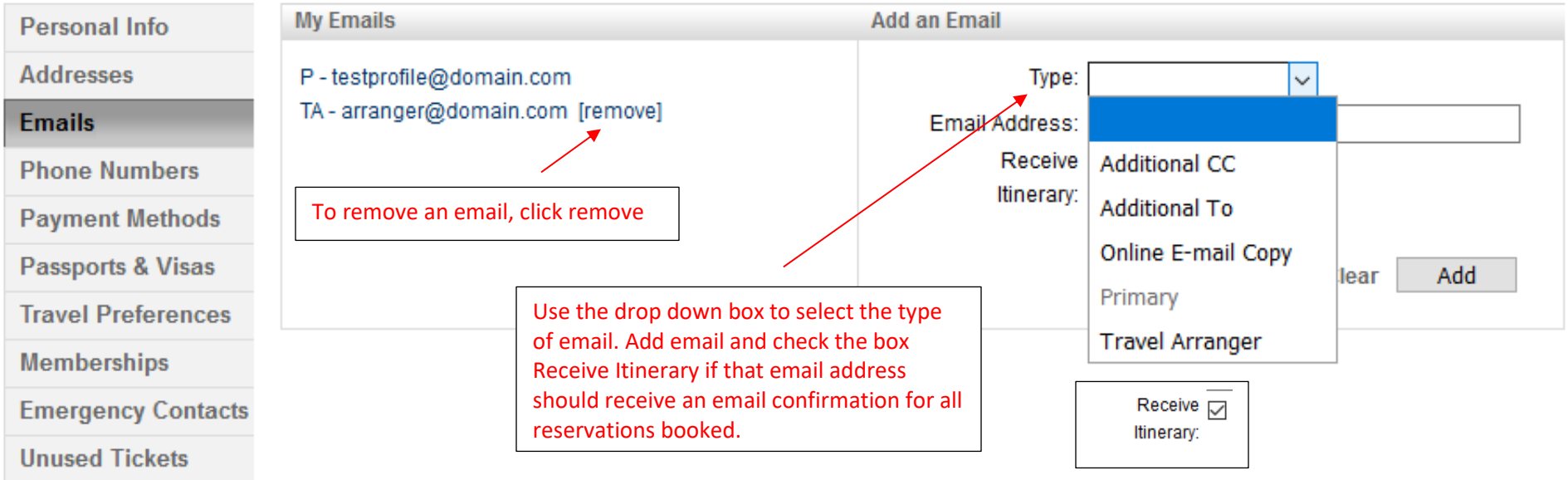


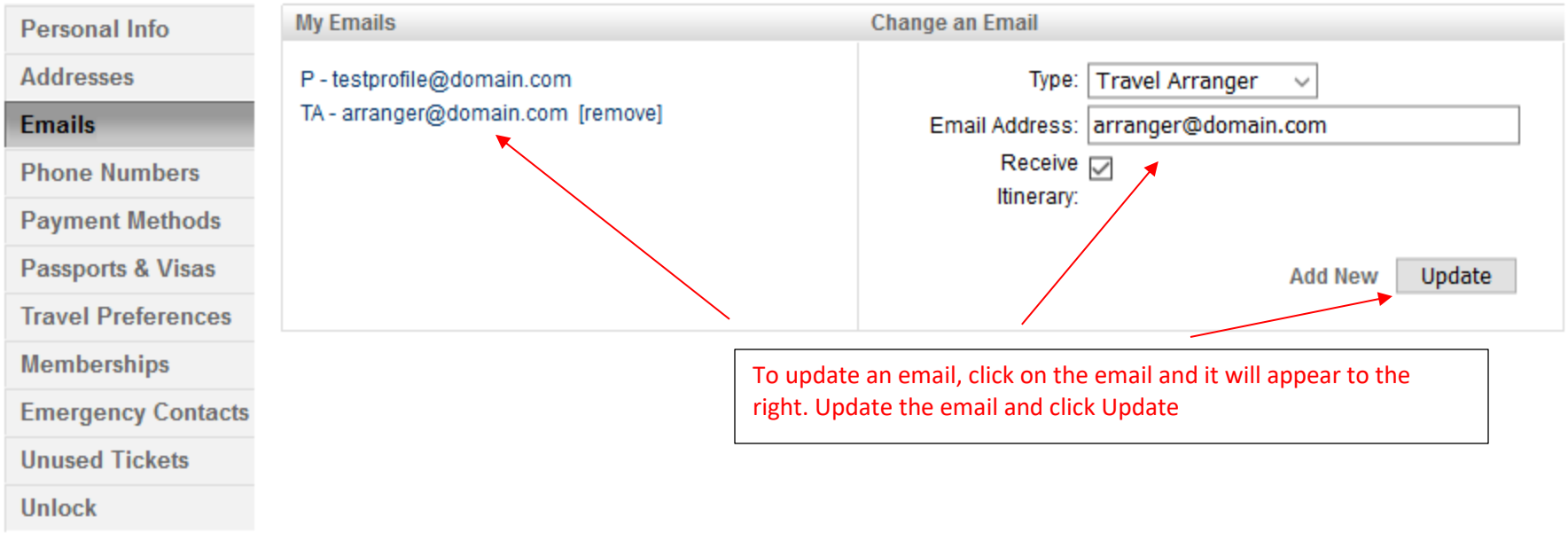
Email

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."



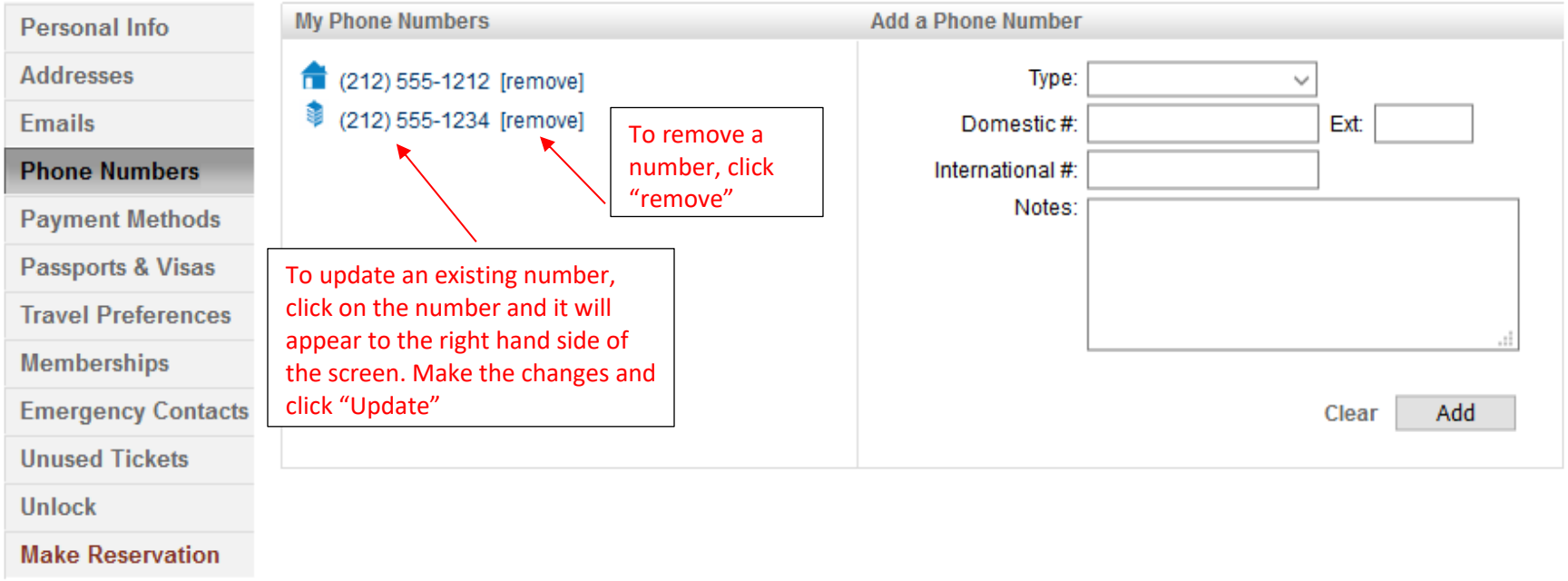

Personal Info
Addresses
Emails
Phone Numbers
Payment Methods
Passports & Visas
Travel Preferences
Memberships
Emergency Contacts
Unused Tickets
Unlock
My Emails
P - testprofile@domain.com
TA - arranger@domain.com [remove]
Change an Email
Type: Travel Arranger
Email Address: arranger@domain.com
Receive 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."



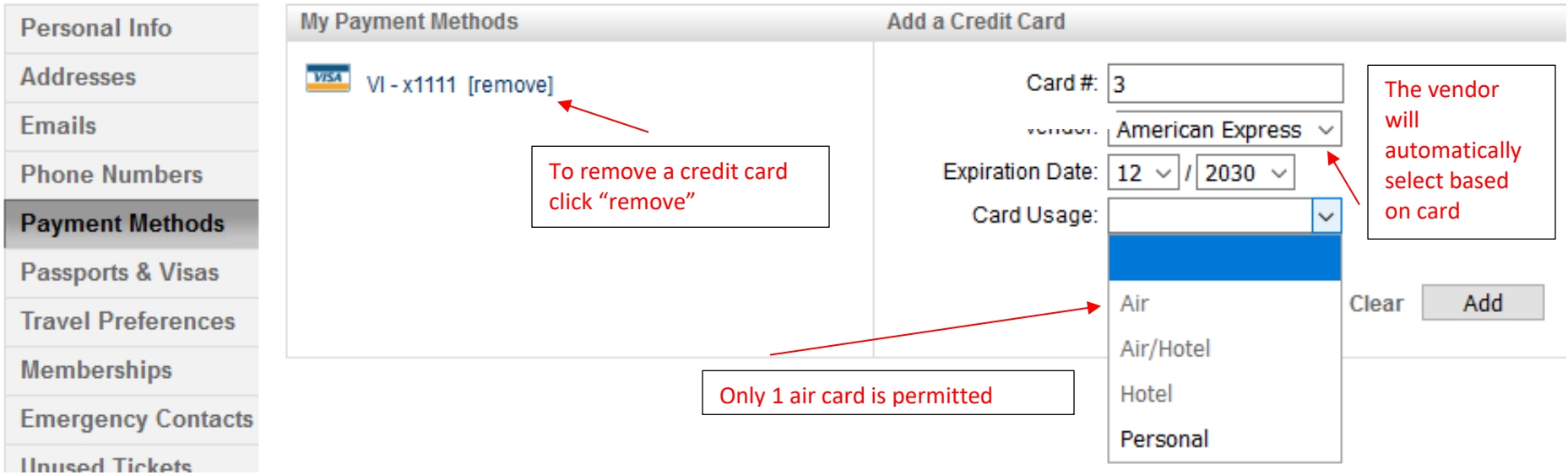
Payment Methods

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."

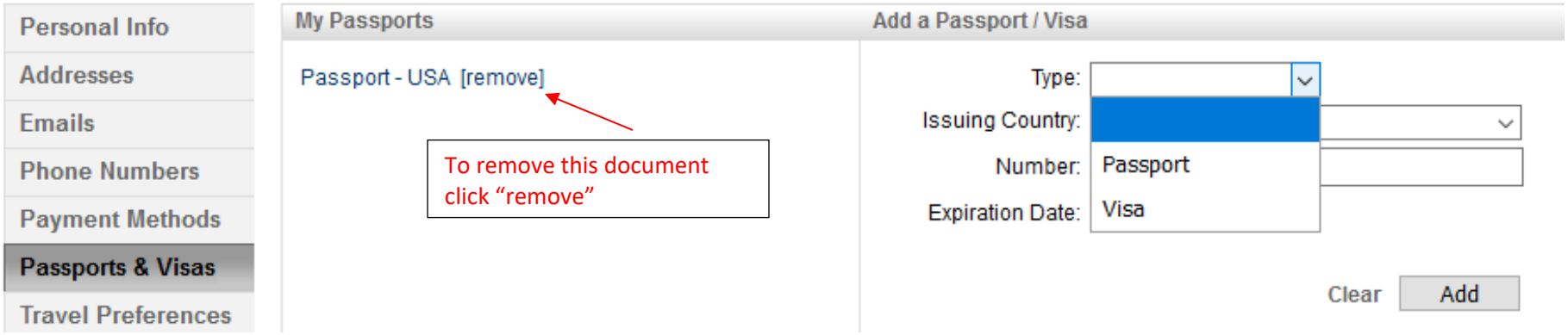


Passports and Visas

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."



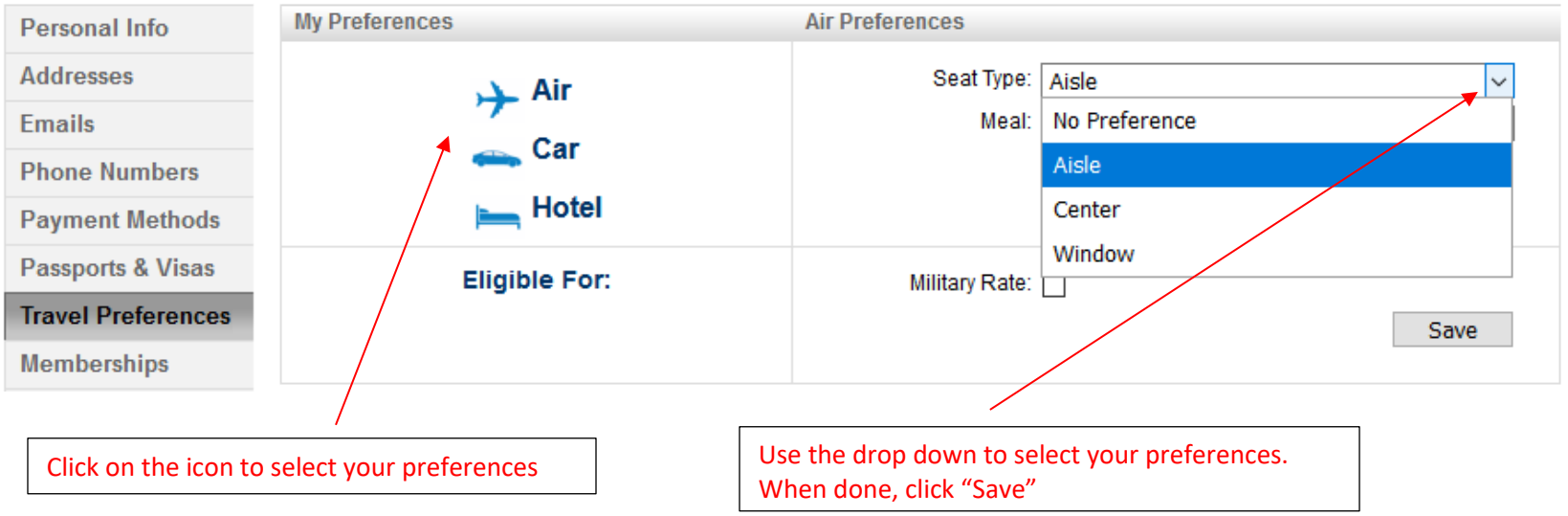
Travel Preferences

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

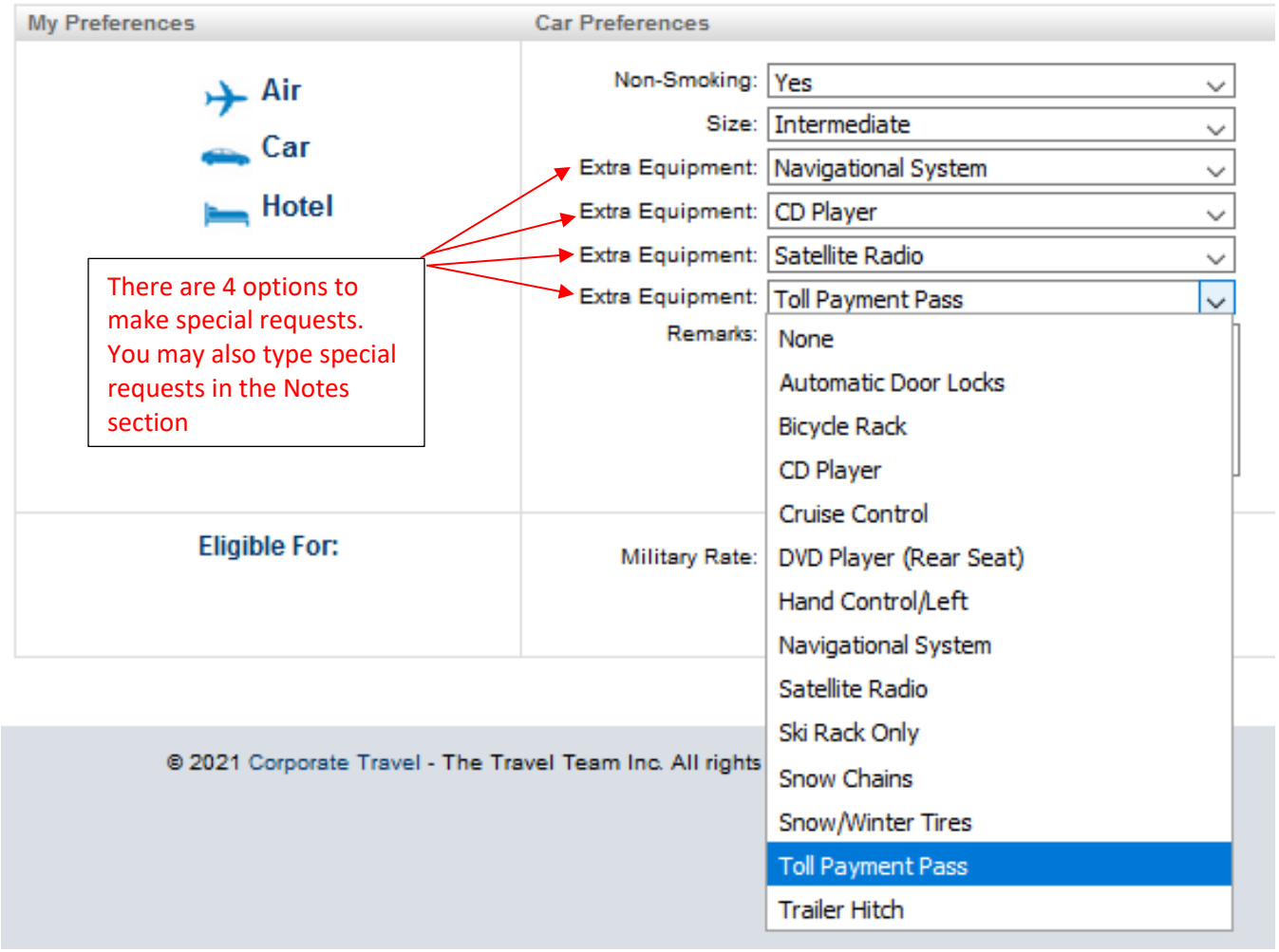
To modify existing preferences

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



Car


My Preferences
Car Preferences
Air
Car
Hotel
There are 4 options to make special requests. You may also type special requests in the Notes section
Non-Smoking: Yes
Size: Intermediate
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
Satellite Radio
Ski Rack Only
Snow Chains
Snow/Winter Tires
Toll Payment Pass
Trailer Hitch
Eligible For:
Military Rate:
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Hotel

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

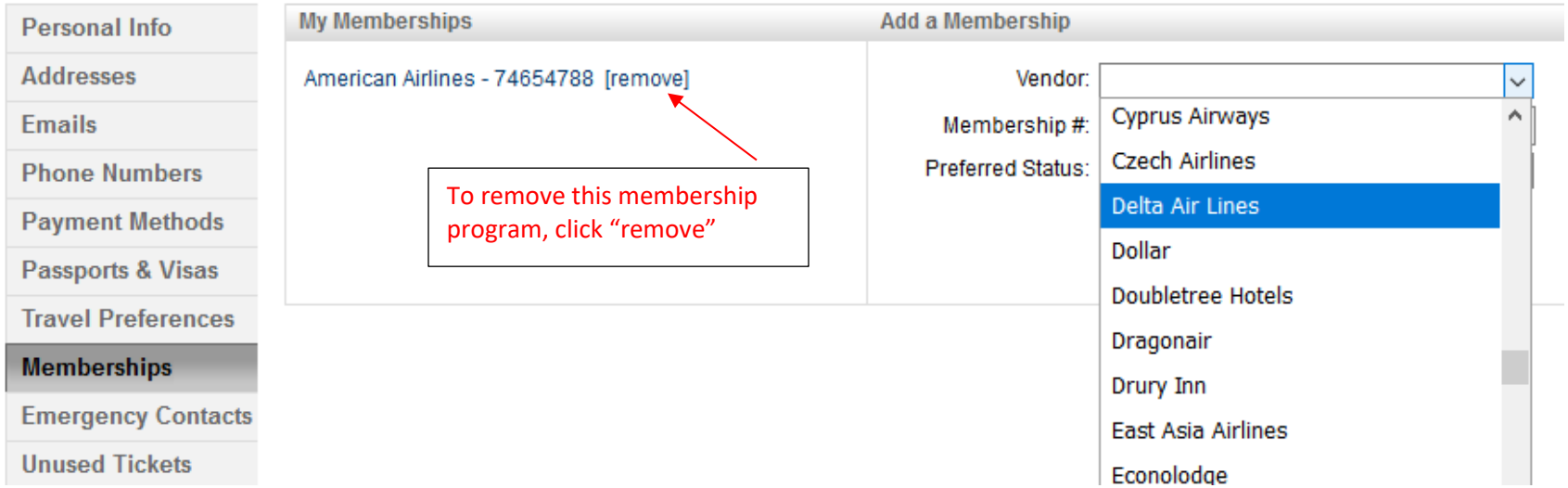
Memberships

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."

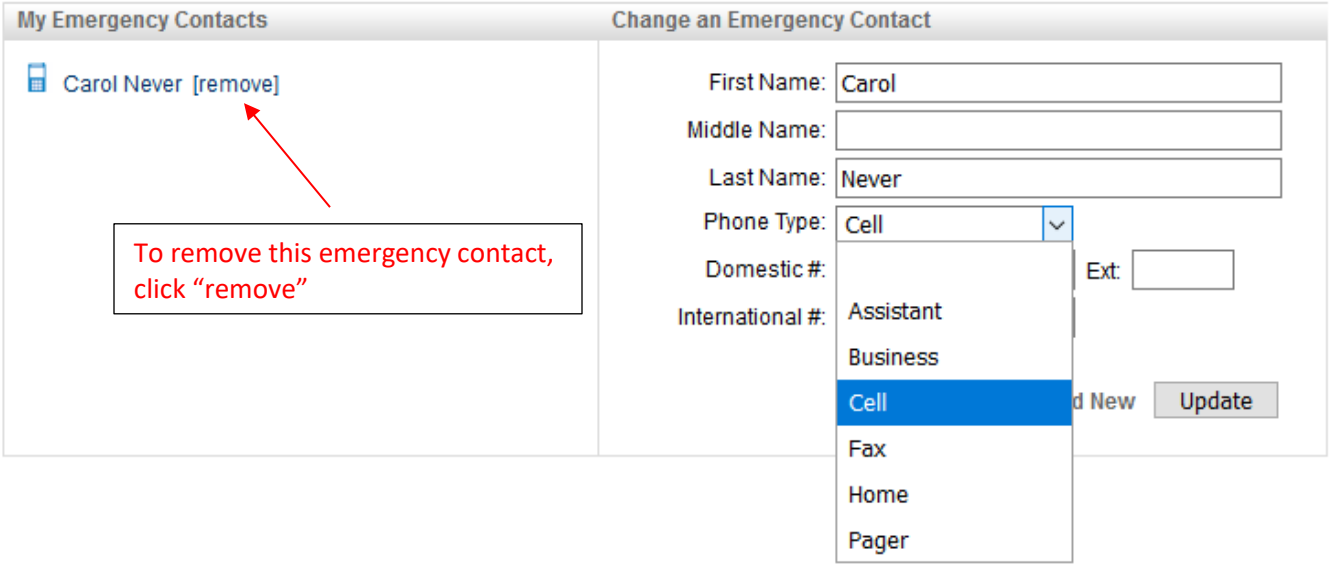


Emergency Contacts

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

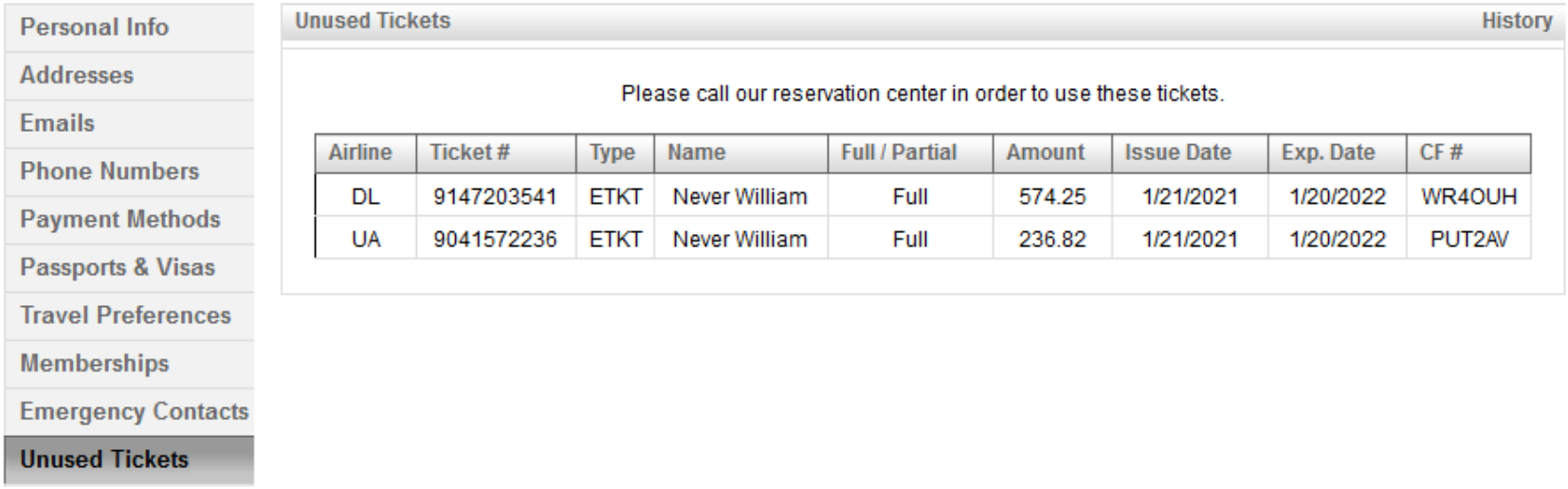
To modify an existing emergency contact

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.



Thank you for using The Travel Team online profile!