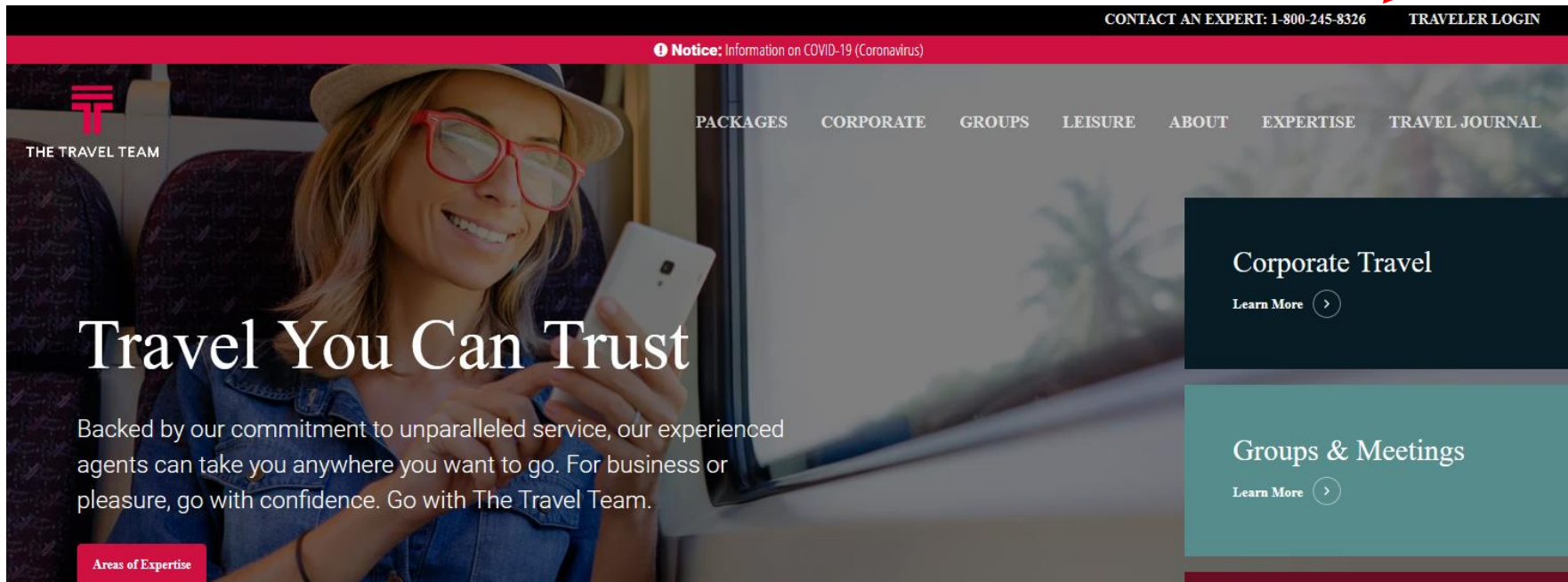


Creating a Travel Team Online Profile (TTOP) – Travel Arranger Edition

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




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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

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: <input type="text" value="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: <input type="text" value="David"/>	
Phone Numbers	Last Name: <input type="text" value="Never"/>	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.
Payment Methods	Suffix: <input type="text"/>	
Passports & Visas	Date of Birth: <input type="text" value="10/10/1980"/>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Be sure to click the Save button after completing this page</div> 
Travel Preferences	Gender: <input type="text" value="Male"/>	
Memberships	DHS Redress #: <input type="text"/>	
Emergency Contacts	(if applicable)	
Unused Tickets	TSA Pre ✓™ / <input type="text"/>	
Unlock	Global Entry / <input type="text"/>	
Remarks	NEXUS / <input type="text"/>	
Reporting	SENTRI: <input type="text"/>	
Make Reservation	Rule Class: <input type="text" value="Default Travel Class"/>	
	<input type="button" value="Save"/>	

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."

The screenshot displays a user interface for managing addresses. 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, Unused Tickets, Unlock, and Make Reservation. The main content area is titled 'My Addresses' and contains a list of addresses. One address is shown: '123 Main Street, Anywhere' with a blue link and a '[remove]' button. A red arrow points from a text box to the blue link, stating: 'Users can update an address by clicking on the blue link with the address. This will open the full address to the right. Update address and click "Update"'. Another red arrow points from a text box to the '[remove]' button, stating: 'Users can remove an address by clicking "remove"'. To the right of the address list is a 'Change an Address' form. It includes a 'Type' dropdown menu set to 'Business/Billing', an 'Address' input field containing '123 Main Street', a 'City' input field containing 'Anywhere', a 'Country' dropdown menu set to 'USA', a 'State/Province' dropdown menu set to 'Texas', and a 'Postal Code' input field containing '12345'. At the bottom of the form are two buttons: 'Add New' and 'Update'. A red arrow points from the 'Update' button in the form back to the 'Update' button in the text box.

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."

The screenshot shows a user interface for managing email addresses. On the left is a navigation menu with the following items: Personal Info, Addresses, Emails (highlighted), Phone Numbers, Payment Methods, Passports & Visas, Travel Preferences, Memberships, Emergency Contacts, and Unused Tickets. The main content area is split into two panels: 'My Emails' and 'Add an Email'.

My Emails Panel: Lists two email addresses: 'P - testprofile@domain.com' and 'TA - arranger@domain.com [remove]'. A red arrow points from a text box below to the '[remove]' link. The text box contains: 'To remove an email, click remove'.

Add an Email Panel: Contains a 'Type:' dropdown menu, an 'Email Address:' input field, a 'Receive Itinerary:' checkbox, and an 'Add' button. The dropdown menu is open, showing options: 'Additional CC', 'Additional To', 'Online E-mail Copy', 'Primary', and 'Travel Arranger'. A red arrow points from a text box below to the dropdown menu. The text box contains: '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.' Below the dropdown is a 'Receive Itinerary:' checkbox which is checked.

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

My Emails	Change an Email
<p>P - testprofile@domain.com</p> <p>TA - arranger@domain.com [remove]</p>	<p>Type: <input type="text" value="Travel Arranger"/></p> <p>Email Address: <input type="text" value="arranger@domain.com"/></p> <p>Receive Itinerary: <input checked="" type="checkbox"/></p> <p>Add New <input type="button" value="Update"/></p>



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."

Personal Info	My Phone Numbers		Add a Phone Number	
Addresses	 (212) 555-1212 [remove]		Type: <input type="text"/>	
Emails	 (212) 555-1234 [remove]		Domestic #: <input type="text"/>	Ext: <input type="text"/>
Phone Numbers	<div style="border: 1px solid black; padding: 5px; color: red;">To remove a number, click "remove"</div>		International #: <input type="text"/>	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
Payment Methods	<div style="border: 1px solid black; padding: 5px; color: red;">To update an existing number, click on the number and it will appear to the right hand side of the screen. Make the changes and click "Update"</div>		Notes:	
Passports & Visas			<input type="button" value="Clear"/> <input type="button" value="Add"/>	
Travel Preferences				
Memberships				
Emergency Contacts				
Unused Tickets				
Unlock				
Make Reservation				

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."

The screenshot displays a user interface for managing payment methods. On the left is a vertical navigation menu with the following items: Personal Info, Addresses, Emails, Phone Numbers, Payment Methods (highlighted), Passports & Visas, Travel Preferences, Memberships, Emergency Contacts, and Unused Tickets. The main content area is split into two panels: 'My Payment Methods' and 'Add a Credit Card'.

My Payment Methods: Shows a single card with a Visa logo, the number 'VI - x1111', and a '[remove]' link. A red arrow points from a text box 'To remove a credit card click "remove"' to the '[remove]' link.

Add a Credit Card: Contains the following fields:

- Card #: 3
- Vendor: American Express (dropdown menu)
- Expiration Date: 12 / 2030 (dropdowns)
- Card Usage: (dropdown menu with a blue highlight on the top option)

Below these fields is a 'Clear' button and an 'Add' button. A red arrow points from a text box 'The vendor will automatically select based on card' to the 'Vendor' dropdown. Another red arrow points from a text box 'Only 1 air card is permitted' to the 'Card Usage' dropdown menu, which lists 'Air', 'Air/Hotel', 'Hotel', and 'Personal'.

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: <input type="text"/>
Emails	<div style="border: 1px solid black; padding: 5px; color: red;">To remove this document click "remove"</div>	Issuing Country: <input type="text"/>
Phone Numbers		Number: <input type="text"/>
Payment Methods		Expiration Date: <input type="text"/>
Passports & Visas		<input type="button" value="Clear"/> <input type="button" value="Add"/>
Travel Preferences		

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

Personal Info	My Preferences	Air Preferences
Addresses	 Air	Seat Type: <input type="text" value="Aisle"/>
Emails	 Car	Meal: <input type="text" value="No Preference"/>
Phone Numbers	 Hotel	<input type="text" value="Aisle"/>
Payment Methods	Eligible For:	<input type="text" value="Center"/>
Passports & Visas		<input type="text" value="Window"/>
Travel Preferences		Military Rate: <input type="checkbox"/>
Memberships		<input type="button" value="Save"/>

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
<p> Air</p> <p> Car</p> <p> Hotel</p> <div data-bbox="184 527 537 727" style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p>There are 4 options to make special requests. You may also type special requests in the Notes section</p></div>	<p>Non-Smoking: <input type="text" value="Yes"/></p> <p>Size: <input type="text" value="Intermediate"/></p> <p>Extra Equipment: <input type="text" value="Navigational System"/></p> <p>Extra Equipment: <input type="text" value="CD Player"/></p> <p>Extra Equipment: <input type="text" value="Satellite Radio"/></p> <p>Extra Equipment: <input type="text" value="Toll Payment Pass"/></p> <p>Remarks: <input type="text" value="None"/></p>
<p>Eligible For:</p>	<p>Military Rate: <input type="text" value="None"/></p>

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

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Hotel

Personal Info	My Preferences Hotel Preferences	
Addresses	 Air	Room Type: King
Emails	 Car	Non-Smoking: No Preference
Phone Numbers	 Hotel	Handicapped: Double
Payment Methods		Remarks: King
Passports & Visas		Queen
Travel Preferences		Suite
Memberships		
Emergency Contacts	Eligible For:	Military Rate: <input type="checkbox"/>
Unused Tickets		<input type="button" value="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."

The screenshot displays a user interface for managing memberships. 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 (highlighted), Emergency Contacts, and Unused Tickets. The main content area is split into two sections: 'My Memberships' and 'Add a Membership'. Under 'My Memberships', there is one entry: 'American Airlines - 74654788 [remove]'. A red arrow points from a text box to the '[remove]' link. The text box contains the instruction: 'To remove this membership program, click "remove"'. The 'Add a Membership' section contains three labels: 'Vendor:', 'Membership #:', and 'Preferred Status:'. To the right of these labels is a dropdown menu. The dropdown menu is currently open, showing a list of vendor names: Cyprus Airways, Czech Airlines, Delta Air Lines (highlighted in blue), Dollar, Doubletree Hotels, Dragonair, Drury Inn, East Asia Airlines, and Econolodqe.

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."

The screenshot displays a web interface for managing emergency contacts. On the left, under the heading "My Emergency Contacts", there is a list of contacts. One contact, "Carol Never", is shown with a mobile phone icon and a "[remove]" link. A red arrow points from a text box to the "[remove]" link. The text box contains the instruction: "To remove this emergency contact, click 'remove'". On the right, under the heading "Change an Emergency Contact", there is a form with the following fields: "First Name:" (Carol), "Middle Name:" (empty), "Last Name:" (Never), "Phone Type:" (Cell), "Domestic #:" (empty), "International #:" (empty), and "Ext.:" (empty). A dropdown menu is open for "Phone Type:", showing options: Assistant, Business, Cell (highlighted), Fax, Home, and Pager. At the bottom right of the form, there are buttons for "Add New" and "Update".

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	Unused Tickets	History
Addresses	Please call our reservation center in order to use these tickets.	
Emails		
Phone Numbers		
Payment Methods		
Passports & Visas		
Travel Preferences		
Memberships		
Emergency Contacts		
Unused Tickets		

Airline	Ticket #	Type	Name	Full / Partial	Amount	Issue Date	Exp. Date	CF #
DL	9147203541	ETKT	Never William	Full	574.25	1/21/2021	1/20/2022	WR4OUH
UA	9041572236	ETKT	Never William	Full	236.82	1/21/2021	1/20/2022	PUT2AV

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

The screenshot shows a web interface for managing profiles. At the top, there are navigation links: "Profile List" and "Back to My Profile" (with a red arrow pointing to it and a callout box saying "Click to return back to your profile"). On the right, it says "3 Results". Below this is a search section with a "Company" dropdown set to "TTT", a "Search By" dropdown set to "Profile", and a "Never" input field. A "Search" button is highlighted with a red arrow and a callout box: "Enter traveler's last name and hit 'Search' to find their profile". To the right of the search section are links for "Sync Online", "Sync GDS", "Delete", and "Check All". Below the search section is a table with the following data:

Company	Profile Name	Last Name	First Name	Login	Switch	
TTT	NEVER WILLIAM146	Never	William	testbooking@thetravelteam.com	Switch	<input type="checkbox"/>
TTT	NEVER WILLIAM370	Never	William	testbookingsales@thetravelteam.com	Switch	<input type="checkbox"/>
TTT	NEVER WILLIAM150	Never	William	testprofile@domain.com	Switch	<input type="checkbox"/>

A red arrow points from the "Switch" button in the third row to a callout box at the bottom right: "To access a traveler's profile, click on the 'Switch' button to the far right of the profile you wish to access".

Thank you for using The Travel Team online profile!