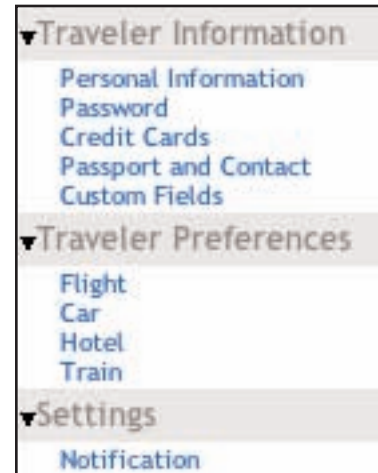


How To Change or Add to Your Profile

Reasons Travel creates your profile which usually includes your name, email, phone number, and company credit card. This explains how to log in and add to that information.

1. Go to www.TripManager.com and log in.
2. The Daily Briefing page opens.
3. Click on the Profile tab.
4. On the left you'll see a vertical menu of categories. Fill them in as described below.

In each category, complete all appropriate fields and click Submit. Be sure to click on the Submit button on each page or all the information on that page is forgotten.



Categories to look at

5. Personal Information: double-check that your name, email, phone numbers and work address are correct. If you make any changes, click Submit.
6. Credit cards: click "Add Card" to enter your personal credit card.
7. Flight: enter your airline frequent flyer information, click "Add" and then click the Submit button.
8. Car: enter your car rental membership information, click "Add" and then click the Submit button.
9. Hotel: enter your hotel membership information, click "Add" and then click the Submit button
10. Notification: if you want someone else to be able to book travel for you, enter their membership ID (first initial and last name...no spaces...for instance, ALINCOLN for Abraham Lincoln), click "Add" and then click the Submit button. You can have up to five travel planners.

You're done!

(Yes, you can skip Passport and Contact, Custom Fields, and Train)

You can come back to change or add to your profile later.

Now you can click on the Flights, Cars, or Hotel tabs and do searches or make make reservations or log out.