

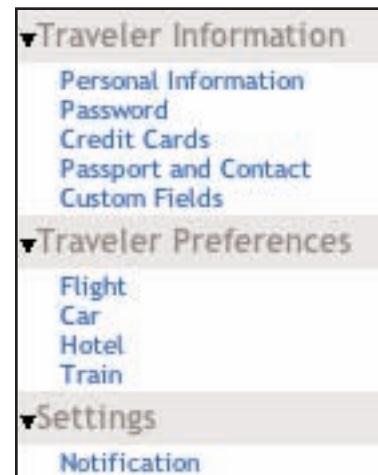
Travel Planners: How To Change or Add to A Profile

Reasons Travel creates a profile which usually includes a traveler's name, email, phone number, work address and company credit card. This explains how to change or add to someone else's profile.

For you to change someone else's profile, you have to get their membership ID, and their password. Ask them for it. Reasons does not know any travelers' passwords. If you need us to, we can reset (erase) the password, then you or the traveler makes up a new password.

If they haven't used their profile yet, you can log in as them, choose a password for them, and make changes. Then you should tell the traveler what their password is.

1. Go to www.TripManager.com and log in using the traveler's ID and password (NOT your ID and password!).
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 the name, email, phone numbers and work address are correct. If you make any changes, click Submit.
6. Credit cards: click "Add Card" to enter another personal credit card.
7. Flight: enter their airline frequent flyer information, click "Add" and then click the Submit button.
8. Car: enter their car rental membership information, click "Add" and then click the Submit button.
9. Hotel: enter their hotel membership information, click "Add" and then click the Submit button
10. Notification: if you want to be able to book travel for this traveler, enter your membership ID (first initial and last name...no spaces...for instance, ALINCOLN for Abraham Lincoln), click "Add" and

then click the Submit button. A traveler 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 this profile later (if you save their ID and password).

To book travel for your people

Log out and then log back in, but this time under your membership ID and password.

Click "Select a Traveler", choose a name from the list that appears and click Select.

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