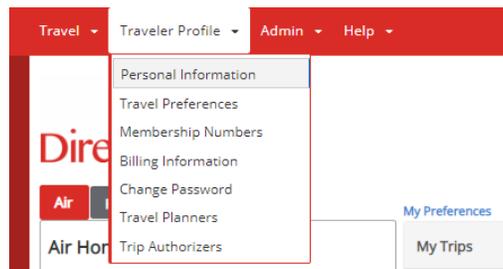


Certify Traveler Profiles

Managing Your Profile

Managing Your Profile

The first time you log in please complete your profile. To access your profile click on *Traveler Profile* then *Personal Information*.



The required fields are marked with an “*” and must be completed in order to save your profile. Under *Personal Information*, you will have several tabs along the top. Under *Name*, verify your name and email.

Personal Information

Travel Preferences

Membership Numbers

Billing Information

Change Password

Travel Planners

Trip Authorizers

Personal Information Print

[Save](#)

Please ensure that all of your profile data is completely filled in. This will allow us to ensure communication is provided to you in a timely manner and your travel reservations are complete

(*) Required to complete a reservation.

[Name](#) | [Addresses](#) | [Phone Numbers](#) | [Emergency Con...](#) | [TSA Information](#) | [Passport Info](#) | [Company Defin...](#)

Your Name and Airport Security: Please make certain that the first, middle and last names shown below are identical to those on the photo identification that you will be providing at the airport. Due to increased airport security, you may be turned away at the gate if your name on the identification does not match the name on your ticket.

Addresses: Enter your home and company addresses.

- Personal Information
- Travel Preferences
- Membership Numbers
- Billing Information
- Change Password
- Travel Planners
- Trip Authorizers

Personal Information
 [Print](#)

Save

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(*) Required to complete a reservation.

Name
Addresses
Phone Numbers
Emergency Con...
TSA Information
Passport Info
Company Defin...

Addresses

Home Address	Company Address
Address Line 1 <input style="width: 95%;" type="text"/>	Company Name <input style="width: 95%;" type="text"/>
Address Line 2 <input style="width: 95%;" type="text"/>	Address Line 1 <input style="width: 95%;" type="text"/>
Address Line 2 <input style="width: 95%;" type="text"/>	Address Line 2 <input style="width: 95%;" type="text"/>
City <input style="width: 45%;" type="text"/>	City <input style="width: 45%;" type="text"/>
State/Province <input style="width: 45%;" type="text"/>	State/Province <input style="width: 45%;" type="text"/>
Zip/Postal <input style="width: 45%;" type="text"/>	Zip/Postal <input style="width: 45%;" type="text"/>
Country <small>(select)</small>	Country <small>(select)</small>

Phone Numbers: Enter your cell phone, work phone, home phone and fax numbers.

- Personal Information
- Travel Preferences
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Personal Information
 [Print](#)

Save

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(*) Required to complete a reservation.

Name
Addresses
Phone Numbers
Emergency Con...
TSA Information
Passport Info
Company Defin...

Phone Numbers

***Cell Phone**

Country Code <small>(select)</small>	City/Area Code <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	Extension Number <input style="width: 95%;" type="text"/>
---	--	--	--

***Work Phone**

Country Code <small>United States, Canada, Puer</small>	City/Area Code <input style="width: 95%; value: 201;" type="text"/>	Phone Number <input style="width: 95%; value: 425-9131;" type="text"/>	Extension Number <input style="width: 95%;" type="text"/>
--	--	---	--

Home Phone

Country Code <small>(select)</small>	City/Area Code <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	Extension Number <input style="width: 95%;" type="text"/>
---	--	--	--

FAX

Country Code <small>(select)</small>	City/Area Code <input style="width: 95%;" type="text"/>	Phone Number <input style="width: 95%;" type="text"/>	Extension Number <input style="width: 95%;" type="text"/>
---	--	--	--



Emergency Contact: Enter your emergency contact details.

Personal Information Print

Travel Preferences

Membership Numbers

Billing Information

Change Password

Travel Planners

Trip Authorizers

Personal Information Save

Please ensure that all of your profile data is completely filled in. This will allow us to ensure communication is provided to you in a timely manner and your travel reservations are complete

(* Required to complete a reservation.)

Name Addresses Phone Numbers **Emergency Con...** TSA Information Passport Info Company Defi...

Emergency Contact (Family member or friend not traveling with you)

Contact's Name

Contact's Number

Country Code (select) City/Area Code Phone Number Extension Number

Contact Information Refused

TSA Information: Enter your name as it appears on your driver's license, gender and date of birth. Add Known Traveler (also known as TSA Pre-check, Global Entry or Clear) and Redress number if applicable.

Personal Information Print

Travel Preferences

Membership Numbers

Billing Information

Change Password

Travel Planners

Trip Authorizers

Personal Information Save

Please ensure that all of your profile data is completely filled in. This will allow us to ensure communication is provided to you in a timely manner and your travel reservations are complete

(* Required to complete a reservation.)

Name Addresses Phone Numbers Emergency Con... **TSA Information** Passport Info Company Defi...

Secure Flight Requirements

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided you may be subject to additional screening or denied transportation or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see WWW.TSA.GOV on the TSA website.

*First Name Middle Name or Initial *Last Name

*Gender (select) *Date of Birth (select) (select) (select)

Known Traveler Number Country (select) [What is this?](#)

Redress Number Country (select) [What is this?](#)



Passport Info: Enter your passport details. Click *Save*.

- Personal Information**
- Travel Preferences
- Membership Numbers
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- Change Password
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- Trip Authorizers

Personal Information

[Print](#)

Save

Please ensure that all of your profile data is completely filled in. This will allow us to ensure communication is provided to you in a timely manner and your travel reservations are complete
(* Required to complete a reservation.)

[Name](#) [Addresses](#) [Phone Numbers](#) [Emergency Con...](#) [TSA Information](#) **Passport Info** [Company Defini...](#)

Passport 1

Passport Number

Given / First Name Surname / Last Name Middle Name

Issuing Country Issue Date

Citizenship Country Expiration Date

Travel Preferences: Expand the *Air*, *Rail*, *Car* and *Hotel Preferences* sections to enter specific preferences like seating, meals and vendors. Click *Save*.

- Personal Information
- Travel Preferences**
- Membership Numbers
- Billing Information
- Change Password
- Travel Planners
- Trip Authorizers

Travel Preferences

[Print](#)

Save

Complete the information below and click the Save button to update your profile.
(* Indicates Required Information.)

Air Preferences

Rail Preferences

Car Preferences

Hotel Preferences

Save



Membership Numbers: Click **+Add** for each type of membership you want to add. You will need to *Save* each section before moving to the next.

- Personal Information
- Travel Preferences
- Membership Numbers**
- Billing Information
- Change Password
- Travel Planners
- Trip Authorizers

Membership Numbers [Print](#)

+ Add Air Membership Numbers

Airline	Membership Number	Status Level

+ Add Car Membership Numbers

Car Company	Membership Number	Status Level

+ Add Hotel Membership Numbers

Hotel Chain	Membership Number	Status Level

+ Add Rail Membership Number

Rail Carrier	Membership Number	Status Level

+ Add Car Loyalty Program Associations

Car Company	Airline Loyalty Vendor

+ Add Hotel Loyalty Program Associations

Hotel Chain	Airline Loyalty Vendor

Billing Information: Click **+Add** to add payment details.

- Personal Information
- Travel Preferences
- Membership Numbers
- Billing Information**
- Change Password
- Travel Planners
- Trip Authorizers

Billing Information [Print](#)

Your profile contains the following credit cards.

+ Add ?

Name	Card	Expiration Date	Use as "My Preferred"
Ghost Card	VISA - XXXXXXXXXXXXX3333	4 / 2021	   

NOTE: You will need to check the *Air* or *Hotel* checkboxes under *Credit card may be used for the following types of reservations* in order for your credit card to be visible and available to a travel agent for offline reservations.



Travel Planners: Click +Add to authorize individual access to your profile and to make reservations on your behalf.

- Personal Information
- Travel Preferences
- Membership Numbers
- Billing Information
- Change Password
- Travel Planners**
- Trip Authorizers

Travel Planners

[Print](#)

Authorized Individual

[+ Add](#)

First Name	Last Name	Member ID
------------	-----------	-----------

Travel Authorizers: view the trip authorizers assigned to your profile.

- Personal Information
- Travel Preferences
- Membership Numbers
- Billing Information
- Change Password
- Travel Planners
- Trip Authorizers**

Trip Authorizers

[Print](#)

[Save](#)

Available Authorizer(s)

<input type="checkbox"/>	Member Id	Last Name	First Name
--------------------------	-----------	-----------	------------

Assigned Trip Authorizer is in violation of policy. Uncheck and Save to remove from your list. Contact your administrator for any assistance needed.

* Authorizer is no longer available. Please remove from selected list.