

Deem Traveler Profiles

Managing Your Profile

Managing Your Profile

Activating your Deem Account: If you have received an activation email from Deem, click the link in the email to activate your account. Required fields are marked with “*”.

Activate your account

Please tell us a little about yourself so that we can serve you better.

* Required

Personal Information

Date of Birth ⓘ * - - -

Gender ⓘ * --

Time zone * - select -

Business contact info

Groupware ID test@demo-dt.com

Confirmation Emails

Send to Profile email: test@demo-dt.com
 A different email address:

Home Address

Country United States

Street address

Apartment / Suite

Mailstop

City

State - select -

ZIP code

Emergency Contact

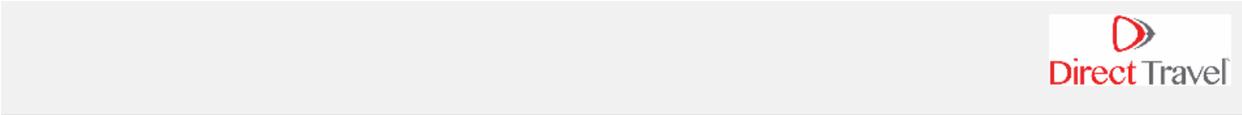
Full Name
 Relationship
 Email
 Country
 Street address
 Apartment / Suite
 Mailstop
 City
 State
 ZIP code
 Primary Phone Number: Country code Number Ext.
US/CA/PR/UM
 Secondary Phone Number: Country code Number Ext.
US/CA/PR/UM

User Acceptance

I accept the [Privacy Policy](#).

Continue

Click *Continue* to proceed and complete your travel preferences
 Click Save to continue to the Deem home page.



Direct Travel Demo Site Account - Travel Preferences

Please tell us a little about yourself so that we can serve you better.

Flight

Service preferences

Home Airport Airport codes
 Preferred Fare Type
 Seat Preference
 Window
 Aisle
 Default Search Type
 Price
 Schedule
 Meal Preferences
 View Price Results By
 Trip
 Segment



Air Special Requests

Choose up to 3 items

- Visually impaired traveler
- Deaf/Hard of Hearing
- Wheelchair - can ascend and descend stairs
- Wheelchair - cannot ascend

Air Memberships

Airline	Number	
None	<input type="text"/>	Add

Hotel

Hotel Amenities

Select up to 3 amenities

- A-V Equipment Rental
- Accessible to Wheelchairs
- Air Conditioning (In Room)
- Airport Shuttle
- ATM/Bank

Hotel Special Requests

Choose up to 3 items

- Away from elevator
- Away from ice machine
- Disabled accessible
- Dorm bed
- Double bed

Hotel Memberships

Hotel	Number	
None	<input type="text"/>	Add

Car Rental

Options

Default Car Size

Intermediate

Car Special Requests

Choose up to 3 items

- Automatic door locks
- Mobile Phone
- Child Seat/Toddler
- Cruise Control
- Flat folding 3rd seat

Car Memberships

Car Rental company	Number	
None	<input type="text"/>	Add

Car Service

Car Service companies will display a sign with your name on it when they pick you up in a public place. If you would like an alias on the sign, fill out the fields below.

Default alias first name

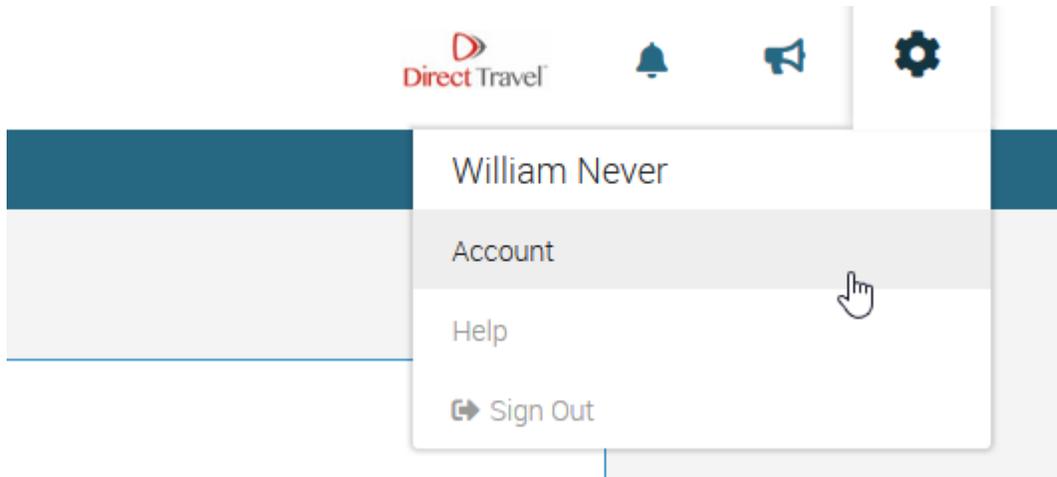
Last name

Show Car Service option after booking travel

Save



Managing your profile from the Deem home page: On the Deem home page, click the settings icon in top-right corner and select *Account* to proceed to the account/profile overview.



Click *Edit personal info* to be taken to the top of your profile.

William Never		
Contact details Edit Business Email: sasher@dt.com Business Phone: +1 201-425-9131 Business Fax: --- Business Mobile: --- Profile details Edit personal info Edit emergency contact Change Password	Business address Add No address entered Payment cards Edit Add Air: Test Hotel: Test Car: Test You have 1 payment card saved	Home address Add No address entered Delegates Edit People I can book and submit for: (1) W.Never People who can book and submit for me: None entered
Notifications Set up Notifications to receive updates and additional information about your services. Manage Notifications	Preferences Setting your service preferences can save you time and enable relevant recommendations. Travel Preferences	

You can return to the overview page at any time by clicking *Profile Main Page*.

Personal and Employee Info: Verify your name matches your ID, enter date of birth, gender and employee information.

<p>< Profile Main Page</p> <p>Profile</p> <p>Personal and Employee Info</p> <p>Addresses and Phone Numbers</p> <p>Emergency Contact</p> <p>Payment Cards</p> <p>Change Password</p> <p>Address Book and Calendar</p> <p>View address book</p> <p>Add/Edit a contact</p> <p>Import/Export contacts</p> <p>Edit Calendar Settings</p> <p>Service Preferences</p> <p>Travel Preferences</p> <p>Notifications</p> <p>Delegate Access</p> <p>Display Settings</p>	<h3>Personal Info</h3> <p>Title -- ▾</p> <p>First Name* <input type="text" value="William"/></p> <p>Middle Name <input type="text" value="Sara"/></p> <p>Last Name* <input type="text" value="Never"/></p> <p>Suffix <input type="text"/></p> <p>Username sarademo</p> <p>Date of Birth* ⓘ ** ▾ ** ▾ ** ▾</p> <p><small>Date of birth displayed as ** for security reasons</small></p> <p>Gender* ⓘ Female ▾</p>
	<h3>Employee Info</h3> <p>Employee ID <input type="text"/></p> <p>Employee Type <input type="text"/></p> <p>Employee Status Active</p> <p>Job Title <input type="text"/></p> <p>Job Level <input type="text"/></p> <p>Manager ID <input type="text"/></p> <p>Company Name <input type="text"/></p>



Addresses and Phone Numbers: Enter your business phone, business fax, business mobile and addresses.

<p>< Profile Main Page</p> <p>Profile</p> <p>Personal and Employee Info</p> <p>Addresses and Phone Numbers</p> <p>Emergency Contact</p> <p>Payment Cards</p> <p>Change Password</p> <p>Address Book and Calendar</p> <p>View address book</p> <p>Add/Edit a contact</p> <p>Import/Export contacts</p> <p>Edit Calendar Settings</p> <p>Service Preferences</p> <p>Travel Preferences</p> <p>Notifications</p> <p>Delegate Access</p> <p>Display Settings</p>	<p>Address</p> <p>Country United States</p> <p>Street address</p> <p>Apartment / Suite</p> <p>Mailstop</p> <p>City</p> <p>State - select -</p> <p>ZIP code</p>	<p>Business contact info</p> <p>Business Phone* Country code Number + 1 2014259131</p> <p>US/CA/PR/UM Ext.</p> <p>Business Fax Country code Number + 1</p> <p>US/CA/PR/UM Business Mobile Country code Number + 1</p> <p>US/CA/PR/UM Business Email sasher@dt.com Groupware ID sasher@dt.com</p> <p>Confirmation Emails</p> <p>Send to</p> <p><input checked="" type="radio"/> Profile email: sasher@dt.com</p> <p><input type="radio"/> A different email address:</p>
	<p>Home</p> <p>Address</p> <p>Country United States</p> <p>Street address</p> <p>Apartment / Suite</p> <p>Mailstop</p> <p>City</p> <p>State - select -</p> <p>ZIP code</p>	<p>Personal info</p> <p>Home Phone Country code Number + 1</p> <p>US/CA/PR/UM Home Email</p>



Emergency Contact: Enter emergency contact details.

Cancel Save

- < Profile Main Page
- Profile
- Personal and Employee Info
- Addresses and Phone Numbers
- Emergency Contact**
- Payment Cards
- Change Password
- Address Book and Calendar
- View address book
- Add/Edit a contact
- Import/Export contacts
- Edit Calendar Settings
- Service Preferences
- Travel Preferences
- Notifications
- Delegate Access
- Display Settings

Emergency Contact Info *Required

Full Name

Relationship

Email

Country

Street address

Apartment / Suite

Mailstop

City

State

ZIP code

Primary Phone Number

Country code Number Ext.

+

US/CA/PR/UM

Secondary Phone Number

Country code Number Ext.

+

US/CA/PR/UM



Payment Cards: Click **+Add payment card** to add credit cards. Credit Card billing address is required for cards that will be used to purchase air or rail tickets and recommended for others.

< Profile Main Page
Cancel Save

Profile

Personal and Employee Info

Addresses and Phone Numbers

Emergency Contact

Payment Cards

Change Password

Address Book and Calendar

View address book

Add/Edit a contact

Import/Export contacts

Edit Calendar Settings

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Travel Preferences

Notifications

Delegate Access

Display Settings

Payment Cards

Name	Card type	Card number	Expiration	Edit	Delete
Test	Visa	*****1111	08/2024	Edit	Delete
+ Add payment card					
Default payment cards					
		Airline payment card	<input type="text" value="Test"/>		
		Hotel payment card	<input type="text" value="Test"/>		
		Car Service payment card	<input type="text" value="Test"/>		
		Car Rental payment card	<input type="text" value="Test"/>		
		Train payment card	<input type="text" value="Test"/>		

NOTE: You will need to select a default card for Airline or Hotel in order for your credit card to be visible and available to a travel agent for offline reservations.

Travel Preferences: Manage your preferences such as seating and meals. You can add/update airline/hotel/car frequent traveler IDs and TSA Pre-Check/Known Traveler (also known as Global Entry, Clear or Nexus) and Redress numbers if applicable.



Delegates: Click Add or Edit next to Delegates, where you delegate others to book travel on your behalf. Depending on your company's configuration, you may be able to self-delegate and book travel on others' behalf. When self-delegating, the other traveler will receive an email from Deem letting them know you've become a delegate

Profile | Delegate Access

< Profile Main Page

Profile

- Personal and Employee Info
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- Change Password
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 - View address book
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 - Travel Preferences
- Notifications
- Delegate Access**
- Display Settings

What is a delegate?

There are two types of delegates. One type of delegate has access to someone's account and can book services for them. The second type of delegate can approve trips and expense reports on behalf of someone else. You should become a delegate only if your role involves booking services or approving on behalf of other employees.

People I Can Book And Submit For

You have access to these people's account:

You are not a delegate for any accounts.

[+ Become a delegate](#)

People Who Can Book And Submit For Me

These people have access to your account:

There are no delegates for your account.

[+ Add a delegate](#)

Click Become a Delegate or Add a Delegate and search for the desired user by name or email address. Select the user and click Select.

Add a Delegate

< Profile Main Page

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Search

Search for someone within Direct Travel Nashville Demo and grant them delegate access to your account.

Name or email address: [Search](#)

Search Results

Name	Email address
<input checked="" type="radio"/> Foster, David	dfoster@dt.com

[Cancel](#) [Select](#)

