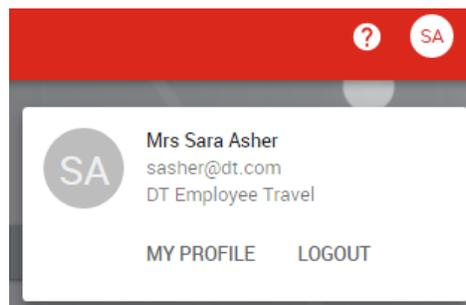


# Zeno Traveler Profiles

## Managing Your Profile

### Managing Your Profile

The first time you log in please complete your profile. To access your profile click on the Settings icon in the top right, then *MY PROFILE*.



**Account:** contains Personal information and Custom fields. Mandatory fields are indicated with “\*”.

 <b>Mrs Sara Asher</b> <span style="background-color: #4CAF50; color: white; border-radius: 10px; padding: 2px 5px;">Active</span> DT Employee Travel · Traveller, Authoriser
<b>Account</b> Manage personal and corporate details
<b>Travel documents</b> Manage Passports and Visas
<b>Memberships</b> Manage frequent flyer memberships and other loyalty programs
<b>Preferences</b> Manage seating preferences, dietary requirements and other preferences
<b>Payment methods</b> Manage credit cards and other payment methods
<b>Activity</b> View activity and history of changes on this account

Click *EDIT* in the Personal Information section to make changes to personal details. Click the *Manager avatar* link to update profile image. Verify your name matches your identification, enter date of birth, work phone, mobile phone and addresses. Click *Save*.

**Account**  
Manage personal and corporate details ▲

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**Personal information** ✎ EDIT

 **Ms William Sara Never**

 **Manage avatar**   
You will be directed to an external website

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 **Online user**  
Account type

**Female**  
Gender

**Wed Aug 12 1981**  
Date of Birth

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 .....  
Password **RESET**

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 **+ Add work**

**7575897600**  
Mobile

**+ Add home**

**Memberships:** manage frequent flyer and other loyalty program information.

Memberships  
Manage frequent flyer memberships and other loyalty programs

- 0 frequent flyer memberships
- 0 hotel memberships
- 0 rental car memberships
- 0 train memberships

Expand the *frequent flyer memberships* section and click *Add a frequent flyer membership*.

0 frequent flyer memberships

Airline/Programme	Membership Number
<a href="#">+ Add a frequent flyer membership</a>	

Enter the membership details and click *Add*. Repeat until all frequent flyer memberships are added.

1 frequent flyer membership

Airline/Programme	Membership Number	
Delta Air Lines SkyMiles	123456789	 
<a href="#">+ Add a frequent flyer membership</a>		

Expand the *hotel memberships* section and click *Add a hotel membership*.

 0 hotel memberships ▲

Hotel Chain	Membership Number
 Add a hotel membership	

Enter the membership details and click *Add*. Repeat until all hotel memberships are added.

 1 hotel membership ▲

Hotel Chain	Membership Number	
All Brands For Hilton	123456789	 
 Add a hotel membership		

Expand the *rental car memberships* section and click *Add a rental car membership*.

 0 rental car memberships ▲

Car Chain	Membership Number
 Add a rental car membership	

Enter the membership details and click *Add*. Repeat until all rental car memberships are added.

 1 rental car membership ▲

Car Chain	Membership Number	
Enterprise Rent A Car	123456789	 

 Add a rental car membership

**Preferences:** manage dietary requirements and other preference information.

Preferences ▲  
Manage seating preferences, dietary requirements and other preferences

 0 dietary requirements ▼

 1 special service request ▼

 0 other service information items ▼

**Payment methods:** manage credit cards and other payment methods.

Payment methods ▲  
Manage credit cards and other payment methods

 1 credit card ▼

Expand *Credit cards* and click *Add a credit card*. Enter the payment details and click *Add*. Repeat until all payment options are added.

The screenshot shows a user interface for managing payment methods. At the top, it says "Payment methods" and "Manage credit cards and other payment methods". Below this, there is a section titled "1 credit card". A table lists the details of the credit card:

Number	Expiry	Name on card	Can be used for		
 ****1111	09/21	William S Never	  		

Below the table is a button with a plus sign and the text "Add a credit card".

NOTE: You will need to set cards *Can be used for* air or hotel in order for your credit card to be visible and available to a travel agent for offline reservations.