



WORLDTRAVELING

POWERS One GLOBAL

TRAVELER PROFILE

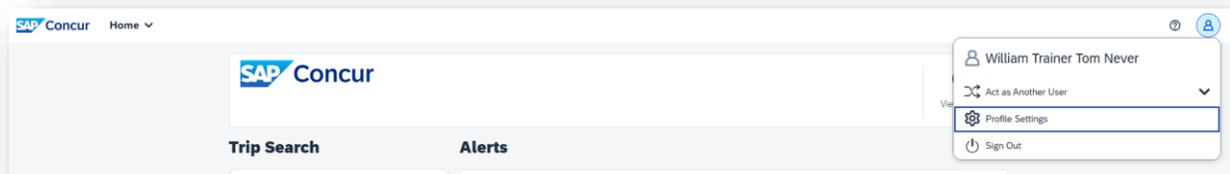
Important Note:

- Throughout the Profile page, you may see items in **RED** or **ORANGE**. Please pay close attention to these items, as they are very important and may indicate fields which are required by your organization and/or World Travel, Inc.
- You will see many  buttons. You can save all your profile data by clicking ANY of the save buttons. They are positioned throughout the profile for your convenience. Click the nearest  button to save any updates made to your profile.

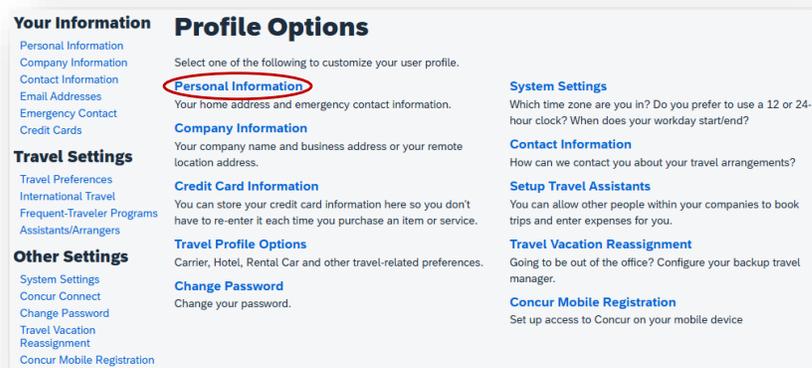


STEP 1: Access Your Profile

Once you've logged in, click the **Profile** button, and then Profile Settings...



Then click **Personal Information**.





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STEP 2: Complete Your Profile

Your name must match your photo identification.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note

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 presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name [Required]	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="William Trainer Tom"/>	<input type="text"/> <input checked="" type="checkbox"/> No Middle Name	<input type="text"/>	<input type="text" value="Never"/>	<input type="text"/>

Company Information

[Go to top](#)

Employee ID	<input type="text" value="adminwti"/>	
Manager	Org. Unit/Division	Employee Position/Title
<input type="text"/>	<input type="text"/>	<input type="text" value="DO NOT DELETE- VI"/>

Save

Contact Information

Contact Information

[Go to top](#)

Work Phone [Required**]	Work Extension	Work Fax	2nd Work Phone/Remote Office
<input type="text" value="999-999-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone [Required**]	<input type="text"/>		
Pager	Other Phone		
<input type="text"/>	<input type="text"/>		
Mobile Phone Country/Region	Mobile Phone		
<input type="text" value="United States of America (+1)"/>	<input type="text" value="888-888-8888"/>		

****You must specify either a home phone or a work phone.**

Save

Email Addresses

[Go to top](#)

Please add at least one email address.

[How do I add an email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	<input checked="" type="checkbox"/> Not Verified	Verify	Yes	✎



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Add your traveler preferences.



Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences

Seat: | Seat Section: | Special Meals: | Ticket Delivery:

Preferred Departure Airport: | Other Air Travel Preferences: | Medical Alerts:

Hotel Preferences

Room Type: | Smoking Preference: | Foam pillows | Rollaway bed | Crib | Message to Hotel Vendor:

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type: | Smoking Preference: | Car Transmission: | In-car GPS system Ski rack

Message to Car Rental Vendor:



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Enter your airline, hotel, and rental car loyalty program account information.

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [+ Add a Program](#)

No programs defined



Add Travel Programs

i Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number Search this vendor <input type="text"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number Search this vendor <input type="text"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number Search this vendor <input type="text"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number Search this vendor <input type="text"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number Search this vendor <input type="text"/>	<input checked="" type="checkbox"/>



Save **Cancel**



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Gender and Date of Birth are required by the TSA. Known Traveler Number and Redress Number can be entered as well.

Passport and Visa information can also be entered.

TSA Secure Flight

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 transport or authorization. Gender requirement for TSA is optional, but it can still be required by your company on this section. The recommendation is for the user to select the gender that matches the Passport. 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 the TSA's web site at WWW.TSA.GOV

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No. TSA Pre Known Traveler Number

Unspecified (X)

International Travel: Passports and Visas

[Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

[+ Add a Passport](#)

I do not have a passport

International Visas

[+ Add a Visa](#)



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The “Assistants and Travel Arrangers” section allows you to grant others permission to book travel on your behalf.

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers + Add an Assistant

Assistant	Can book travel?	Update/Delete
Never, Test	Can book travel? <input checked="" type="checkbox"/>	
Never, William C.	Can book travel? <input checked="" type="checkbox"/>	



Type the person’s name you wish to add as a travel arranger. (They must have a saved profile to add them).

Add an Assistant - Google Chrome

concursolutions.com/profile/AssistantEditor.asp?userl...

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.





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Your form of payment may vary based on your organization's travel policy.

Credit Cards Go to top

You currently have the following credit cards saved with your profile.

[+ Add a Credit Card](#)

Card Type	E-Receipt Enabled	Display Name	Sponsored Card	Credit Card Number	Expiration Date	Default	Update/Delete
		TEST CARD		***1111	Exp: 09/2029		

Enter the credit card details.

Add a Credit Card - Google Chrome

concur solutions.com/profile/CreditCardEditor.asp?uid=fyToGGZtxEtCpeSO rWmRHeLLzO8AHAObY_A=-&slD=fy...

Add a Credit Card

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction. * Required

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

City * State * Zip/Postal Code *

Country/Region *



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Your profile page has “Save” buttons placed throughout the page. Click any “Save” button to save all profile information entered.



Be sure to see the “Profile Saved” banner whenever you make changes.



NEED HELP?

Contact the World Travel, Inc. Online Support Team

(800) 221-4730

onlinehelp@worldtravelinc.com