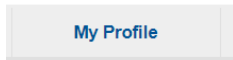


# Updating Information In The Portal

## Guide to Updating Information in the Portal

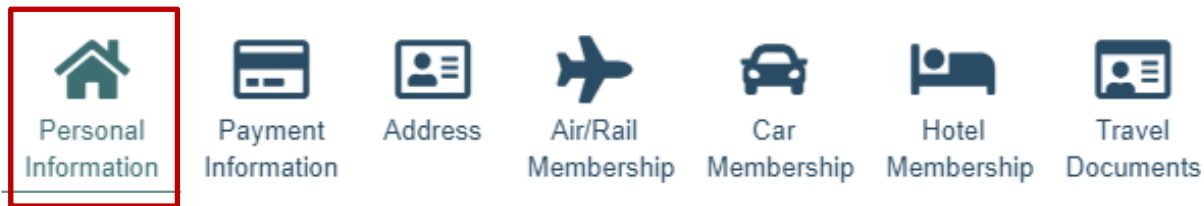
### Travel Portal

The portal houses information, provides details, and allows you to access to book travel. Once logged in, click on the My Profile tab.



### Home Screen

Once you get logged in, you will be directed to the home screen. The home screen will have a series of icons with different information pertaining to your travel specifically. If you are an administrator, you will likely see more options than other travelers. Please note this information may appear differently for each traveler.



### Personal Information

Before you book travel, you will want to fill out your profile. Your profile houses all your personal information needed to book travel as well as your payment information, rewards program numbers and additional information. Please fill out your profile to the fullest before booking travel.

*\*Note – profiles will be loaded into the system before you log in, but you will want to confirm all the information is true and accurate.*

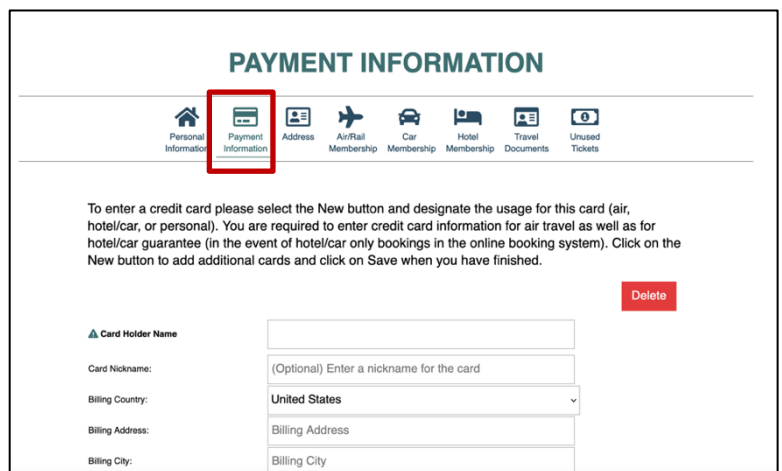
### Payment Information

The Payment Information section allows travelers to enter their p-card or personal credit card information.

If your department has a card that is able to be used across the whole department, it will not show in your profile, but will appear in the drop-down menu on the purchase screen when booking online.

To enter a credit card please select the New button and designate the usage for this card (air, hotel/car, or personal). You are required to enter credit card information for air travel as well as for hotel/car guarantee (in the event of hotel/car only bookings in the online booking system). Click on the New button to add additional cards and click on Save when you have finished.

Please note that credit card information is encrypted once entered in our system and is not accessible by any individual or administrator.











### Traveler Documents

The Traveler Documents section allows you to enter Known Traveler numbers, for those travelers who participate in programs such as TSA Pre-check, Global Entry, Clear, etc. This section also allows any travelers who have been issued a Redress Number by the Department of Homeland Security, to indicate that number in their reservations in order to avoid repeated screenings.

## TRAVEL DOCUMENTS

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 Personal Information	 Payment Information	 Address	 Air/Rail Membership	 Car Membership	 Hotel Membership	 Travel Documents	 Unused Tickets
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To enter a document please select the New button and choose the document type. Click on the New button to add additional documents and click on Save when you have finished.

<input type="button" value="New"/>	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>
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### Frequent Travel Numbers

## AIR/RAIL MEMBERSHIP

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 Personal Information	 Payment Information	 Address	 Air/Rail Membership	 Car Membership	 Hotel Membership	 Travel Documents	 Unused Tickets
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Please enter all of your air and rail membership account numbers without spaces or dashes. To add a new account number, click the New button. After you have added all of your accounts, save your accounts by clicking Save Changes. Information contained on this form will be utilized to ensure that you are (1) credited for mileage on your trips and (2) to secure seating based upon mileage status (where applicable).

