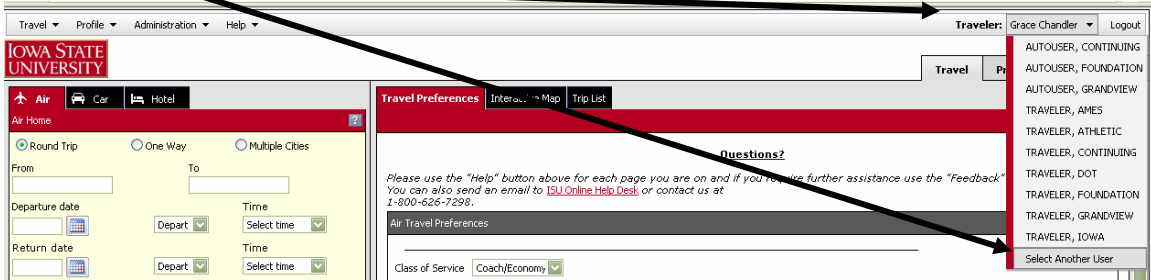
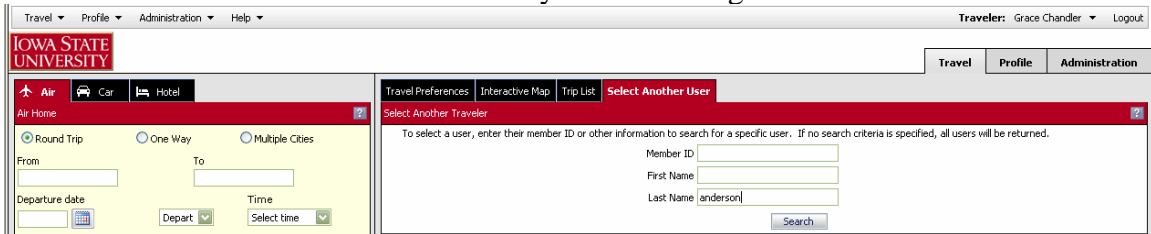


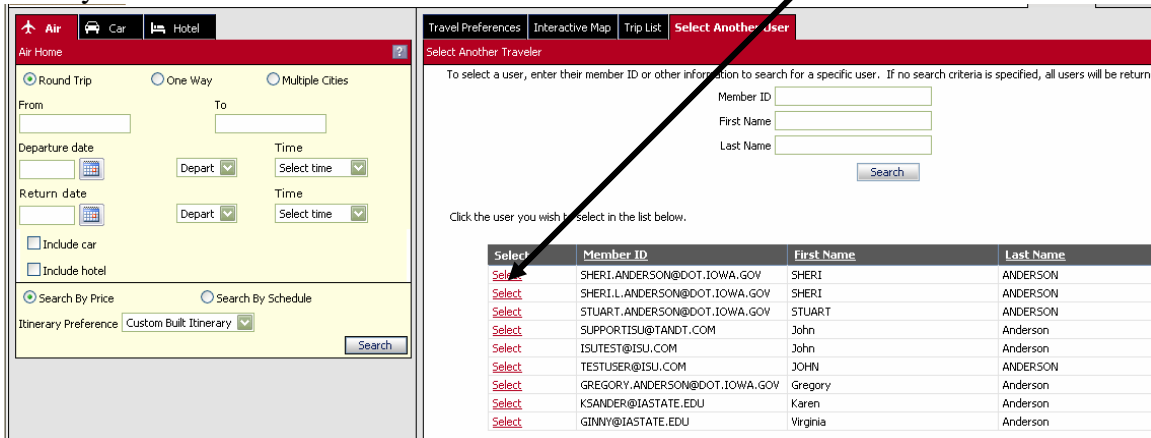
Once you have logged in, click on the dropdown next to your name, if you do not see the traveler you need in the list (it holds the last 10 you have worked on), click on “Select Another User”



Enter the first or last name of the traveler you are needing to work on and click search



You may or may not get a similar name list, simply click the “select” button next to the name you need.



Under the “Trip Research” section, click on VIEW next to the trip you need and then click purchase and it will walk you through the rest of the booking and prompt you for the TR number.

