

AirPortal® My Travel | Quick Start Guide for Travelers

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AirPortal® My Travel

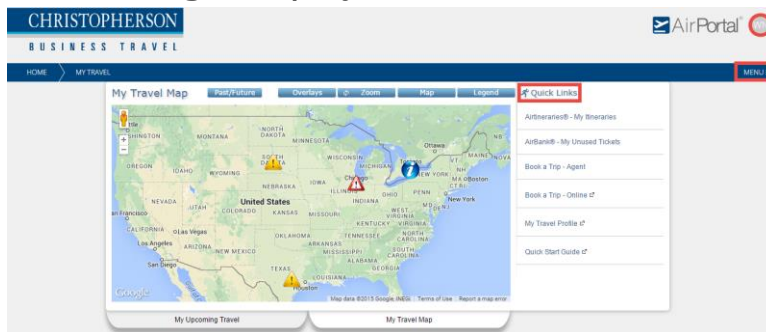
The AirPortal® My Travel dashboard gives travelers everything they need before, during and after travel. It gives travelers access to their past, present and future travel itineraries, unused tickets, travel spend, online booking tool and much more!


Logging in

- Log in at www.cbtravel.com
- Click on the LOGIN button in the upper right hand corner of the home page.



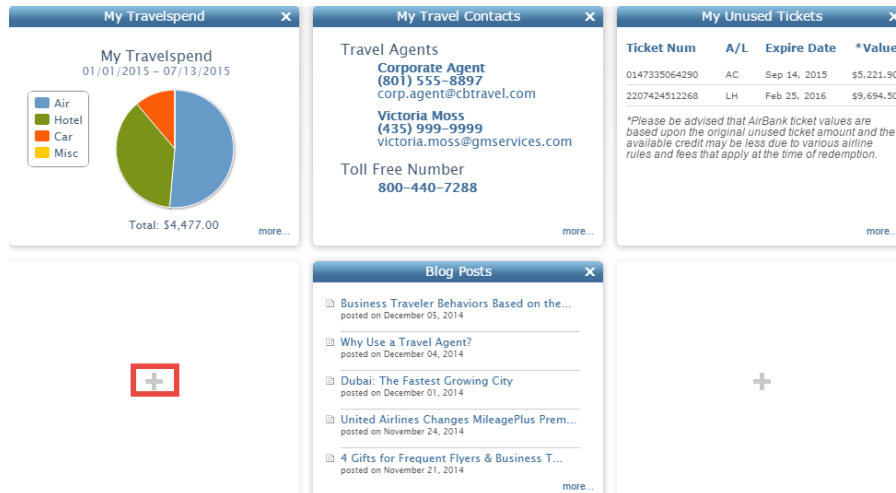
Basic Navigation/My Travel Dashboard



- Click on your initials  to access your account settings page to change your password, access training resources or logout.
- Click on the **MENU** button to access products such as; AirBank® containing unused tickets, Airtineraries® your past, present and future travel itineraries, your company's travel policy, access your online booking tool, and obtain agency contact information.
- The main products can also be accessed from the "Quick Links" area.



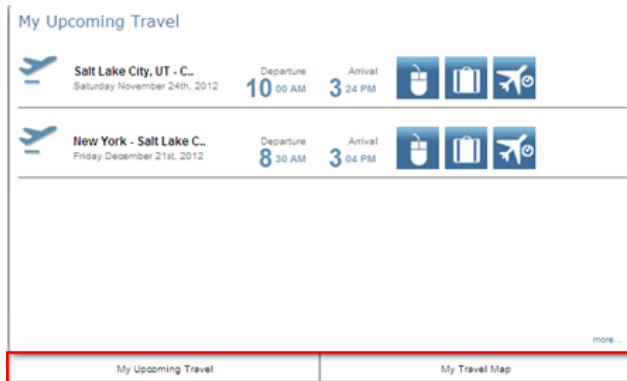
Informational Widgets



- The My Travelspend widget shows travelers year-to-date travel spend for air, car, and hotel.
- The My Travel Contacts widget gives travelers agency contact information. This widget also allows travelers to email their agent by simply clicking on the agents email address. The "more..." link gives traveler's additional agency information such as hours of operation, after-hours information, etc.
- The Blog Posts widget contains travel related information helpful to travelers.
- The information inside each widget can be select to drill into the data. For example, you can click on an unused ticket inside the My Unused Tickets widget and obtain additional information regarding that unused ticket.
- The informational "widgets" can be rearranged by clicking and dragging them from one place to another. "Widgets" can be added by selecting the + symbol at the bottom of the page.

Airtineraries®

- a. The first “3” upcoming trips will appear in the “My Upcoming Travel” section. If there are no upcoming trips then the “My Travel Map” will appear.
- b. Use the mouse icon to “check in” for a flight.
- c. Luggage icon can be used to view airlines baggage policy and fees.
- d. Airplane icon will display departure airport delays.
- e. The “My Upcoming Travel” tab will display all upcoming travel.

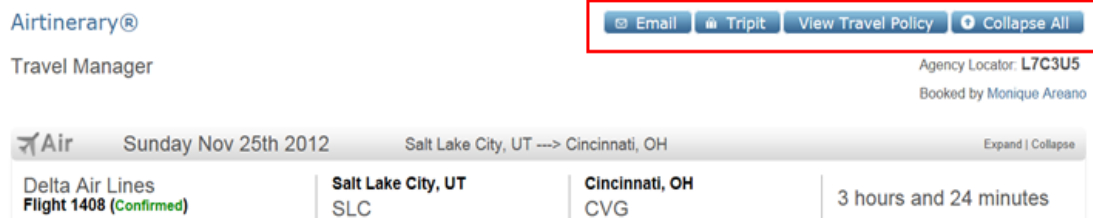


Airtineraries® | Accessing Trip itineraries.

- a. Past, current, and future travel itineraries can be accessed by hovering over the “My Travel” tab and selecting Airtineraries® or by selecting Airtineraries® from the “Quick Links” area.
- b. Airtineraries® default displays all travel itineraries (past, current & future). Use the “Arrow” buttons to view only past, current or future trips.
- c. The “Manage Columns” button will allow customized viewing of itineraries.




- d. Click on the individual line to view the entire itinerary. This will give the option to email trip, re-sync trip to Tripit, view travel policy, or collapse the itinerary to view by a glance.




Traveler's Option to Resend Hotel Prepayment Information

Travelers whose companies use Christopherson's HotelPrepayLogic® tool for hotel prepayments have the ability to resend the hotel prepayment information to the hotel, should it become necessary. Travelers can access the itinerary from their mobile device or computer with internet access and select the RESEND HOTEL PAYMENT AUTHORIZATION button located under the hotel details. This generates a fax to the hotel containing the details of the prepayment.

 Hotel
Sunday May 3rd 2015


Comfort Suites Marysville (Confirmed)
1034 North Beale Rd Marysville CA 95901
Duration: 5 nights
Phone: +1 (530) 742-9200

Sunday May 3, 2015



Check-in @
3^{00 PM}

Friday May 8, 2015



Check-out @
12^{00 PM}

Guest Name	Room Rate	Effective Date	Number of Rooms	Number of Guests	Number of Children
GREEN	\$81.00 USD		1	1	0


Confirmation: 394549606 - SAMANTHA

Rate Info: Approx total is \$445.50 USD

Cancellation Policy: GTD TO MASTERCARD- CANCEL 24HOURS PRIOR TO AVOID BILLING

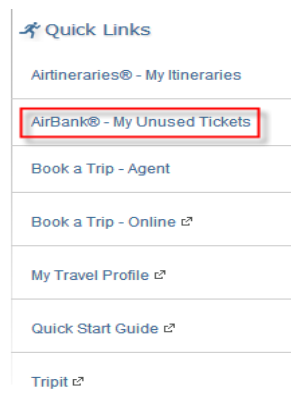
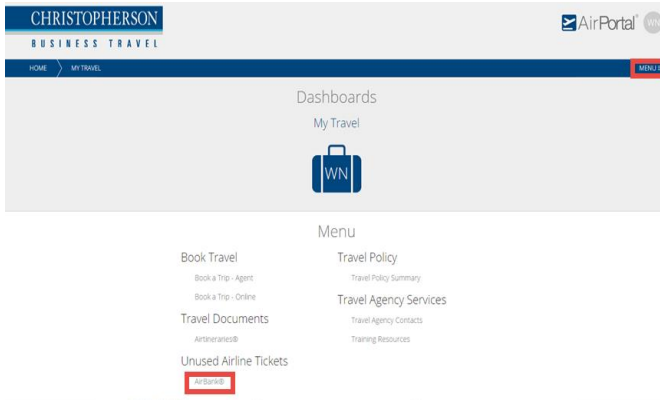
Room: NON-SMOKING REQUESTED

Notes:
HOTEL ROOM AND TAX PREPAID WITH CREDIT CARD
RUSH-24APR15
KING WITH MICROWAVE AND FRIDGE
**PLEASE REVIEW FOLIO UPON CHECK-OUT - ENSURE INCIDENTAL CHARGES ARE BILLED CORRECTLY.
**TRAVELER IS RESPONSIBLE FOR NO-SHOW CHARGES

 Resend Hotel Payment Authorization

AirBank® | Unused Ticket Bank

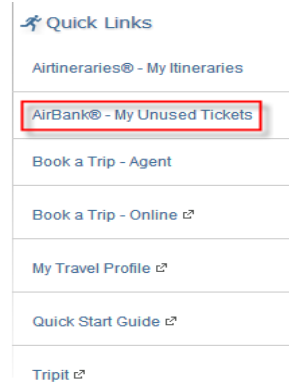
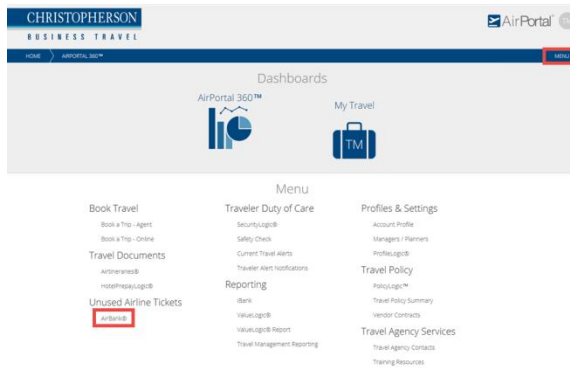
- a. AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the **Quick Links** area.



Book a Trip - Agent

Book a trip by sending your travel information to a Christopherson Business Travel agent by hovering over the **My Travel** tab and selecting **Book a Trip – Agent** or selecting the **Book a Trip – Agent** option from the **Quick Links** area.

AirBank® can be accessed by clicking on the MENU button and selecting AirBank® or by selecting AirBank® from the **Quick Links** area.



Note: This is an optional function in which your company may have disabled.

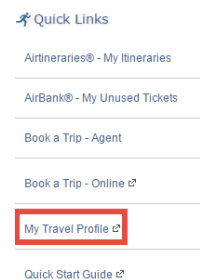
Book a Trip – Online

To book a trip using your online booking tool hovering over the **My Travel** tab and select **Book a Trip – Online** or click on **Book a Trip – Online** from the **Quick Links** area.



My Travel Profile

To change or update your travel profile (add frequent flyer numbers, email addresses, phone numbers, TSA information, credit cards, etc.) select **My Travel Profile** from the **Quick Links** area.




My Travel Map


The My Travel Map tab displays past and future trips on a world map powered by Google Maps. The My Travel Map also gives travelers information that may affect their travel such as airport delays, travel alerts/warnings, traffic information, weather and earthquake disturbances.


- The red pins indicate past trips and the green pins indicate future travel. Simply click on a pin to view the itinerary for that trip.
- Past/Future option will allow the user to view past trips, future trips or both.
- Map “Overlays” will display airport delays, travel alerts, traffic, weather and earthquake disturbances.
- The “Map” feature shows road map, terrain, and satellite views.
- The “+” and “-” symbols can be used to adjust the zoom.
- Use “Reset Zoom” to reset the view.




ALERTS Definitions and Criteria

Disaster  A major natural or terrorist event that has occurred or is to take place, such as hurricanes, typhoons, tsunamis, floods, earthquakes, that has created wide spread damage and destruction and has or will affect thousands of people or the country. For example: Typhoon Haiyan, Hurricane Katrina, Indonesian Tsunami, 9/11, London/Spain bombings, Haiti earthquake.

Warning  Events that **will** threaten the safety of a traveler or **will** significantly affect travel itineraries. For example: government sends do not travel warnings, terrorist events, violent demonstrations, weather events, flight/airline cancellations, airport closures, natural disasters.

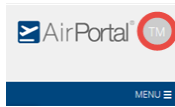
Caution  For events that **might** affect traveler safety or **might** potentially disrupt travel itineraries, eg labour strikes, political demonstrations, crime, weather disruptions, etc.

Info  For events that travelers should be aware of when visiting a destination such as national elections, International sporting events. Some events may already be listed in the Public Holidays category in the Traveler’s Advisory.

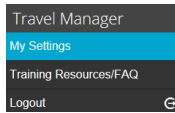
TripIt®

Activating TripIt®

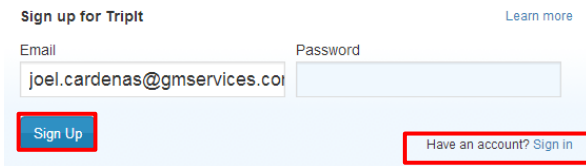
- a. To activate TripIt®, log into AirPortal®, click on your initials next to the AirPortal® logo.



- b. Select **My Settings**



- c. If you have a TripIt® account select **Have an account? Sign In.** If not, select **Sign Up** to create an account.



Sign up for TripIt [Learn more](#)

Email: joel.cardenas@gmservices.com Password: []

Sign Up [Have an account? Sign in](#)

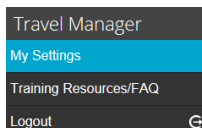
- d. Select **Allow** to permit AirPortal® to forward your itineraries to your TripIt® account. It is only necessary to do this once.

Deactivating TripIt®

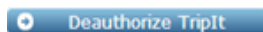
- a. To deactivate TripIt®, log into AirPortal®, click on your initials next to the AirPortal® logo.



- b. Select **My Settings**




- c. Select Deauthorize TripIt.



- d. Click on the **Remove** button.

Applications you allow to access your plans stored in TripIt

These are applications that you've given permission to access your TripIt data. To read more about what each application does, click on the application name. If you have any feedback on these applications, please [contact us](#).

 AirPortal	This application can access information in your account. Last date granted: Oct 3, 2013	Remove
 TripIt for iPhone	This application can access information in your account. Last date granted: Jan 30, 2013	Remove

- e. Select **OK**.

Settings & Logging Out

- a. Click on your initials in upper right hand corner of the page and select Settings.
- b. **My Settings** to change your password, user ID, notification preferences, add a travel planner, add phone numbers or email addresses.
- c. Select **Log Out** to exit the system.

