MyTrips
Users Guide

Issue date: February 2015

For more information please contact onlinehelp@travelsecurity.com

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1. Registering as a new user

Please Login to MyTrips using the URL that was provided to you by your local program administrator.

Click on 'New User? Register here' link to create your MyTrips account.

User Registration for XYZ Travellers

If you are not from XYZ then please click here to contact our helpdesk for assistance with the registration.

Enter the required information on the Registration page.

Your user name will be your company/school email address.

Set up your security questions and answers. If you forgot your password or need your password to be reset, you will be required to provide the answers.
2. Creating the profile

My Profile

Default

First Name  Last Name
Sinem        Guven

Home Country
United Kingdom

Business Unit
Please Select

Phone

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Country Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Select Country Code</td>
<td>select</td>
</tr>
</tbody>
</table>

Add Another

Email

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td><a href="mailto:sinem.guven@international.sos.com">sinem.guven@international.sos.com</a></td>
</tr>
<tr>
<td>Business</td>
<td><a href="mailto:sinemwork@yahoo.com">sinemwork@yahoo.com</a></td>
</tr>
</tbody>
</table>

Add Another

Enter your profile information and click on the 'Update' button to save the information. Every time you login to your MyTrips account, your profile information will be available for you to view and update.
3. Creating a new trip

In order to create a new trip, click on the “Create New Trip” button on the horizontal navigation or at the bottom of the Profile page. Enter the Reservation ID for your trip. If you don’t have the reservation ID, enter a trip name that is familiar to you. Provide the flight, train, accommodation, transportation and trip information as required. In order to create additional segments, please click on the ‘+Add another’ button under each section. Please click on the ‘Save’ button so the information is saved in the system.

You can also enter expatriate assignments if your organization provides this capability through MyTrips. If you need to enter an Expatriate Assignment, please use Accommodation section and select ‘Expat Residence’ as your accommodation type.

If you need to delete one of the segments in your trip, you can click on the Delete link located next to that segment.

* Please complete all required fields

Airline and City fields will provide a list of matching options as you start typing. Please wait until the list gets populated.

Flight

<table>
<thead>
<tr>
<th>Airline</th>
<th>Number</th>
<th>Departure City</th>
<th>Departure Date/Time</th>
<th>Arrival City</th>
<th>Arrival Date/Time</th>
<th>Confirmation No.</th>
<th>Delete</th>
</tr>
</thead>
</table>

Please select Unknown Airline if you can’t find the airline.

- Add another flight

Train

<table>
<thead>
<tr>
<th>Train Name</th>
<th>Number</th>
<th>Departure City</th>
<th>Departure Date/Time</th>
<th>Arrival City</th>
<th>Arrival Date/Time</th>
<th>Confirmation No.</th>
<th>Delete</th>
</tr>
</thead>
</table>

- Add another train

Accommodation

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Check-in Date</th>
<th>Check-out Date</th>
<th>Confirmation No.</th>
<th>Regular</th>
<th>Delete</th>
</tr>
</thead>
</table>

- Add another accommodation

Local Transportation

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Pickup City</th>
<th>Drop-off City</th>
<th>Pick-up Date</th>
<th>Drop-off Date</th>
<th>Confirmation No.</th>
<th>Delete</th>
</tr>
</thead>
</table>

When entering the address for an accommodation, you should click on ‘Address’ textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button on this pop up, the system perform a search and provide you with a list of matching addresses. Select the closest address and click Ok. The address will then be prepopulated into the address fields.
## Accommodation

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Find Address GeoCode

100 Broad Street
Philadelphia, PA, US

**Search Result**

- 100 N Broad St, Philadelphia, PA 19102
- 100 S Broad St, Philadelphia, PA 19107

[Ok]
4. Viewing your trips

When you login to MyTrips, the landing page will display your profile information and all trips that have been recorded in the system. From this page, you can quickly view or update any of this information.

Click on the 'Edit' link to update your Profile information.

The trip list will include your past current and future trips that have been created by you, a system administrator or the travel agency.

You can update or delete the trips that you have created.

In order to access the trip details, click on the trip name or the itinerary number.

If your trip needs to be postponed to a later date, you can change the trip status to 'Inactive' until the new dates are confirmed. You can later update your trip with the new dates and change the status to 'Active'.

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5. Updating trip details

Once you click on the trip name or itinerary number from the Trip list, you will be taken to the trip detail page where you can easily make changes to the trip information. After you make your changes please click on the 'Save' button so that the changes are saved in the system.