



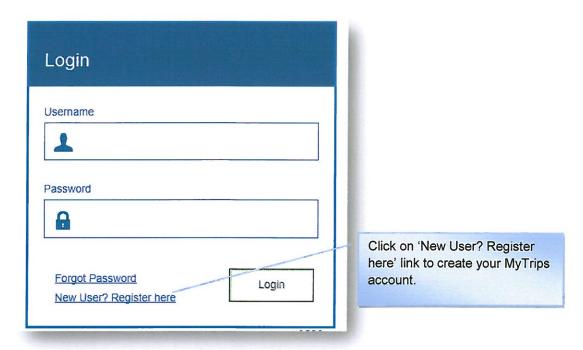
MyTrips Users Guide

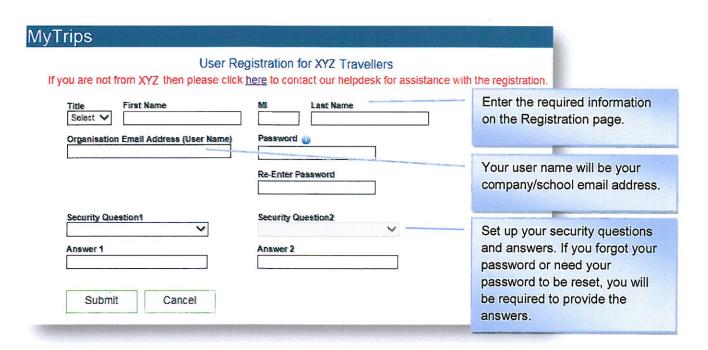
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For more information please contact onlinehelp@travelsecurity.com

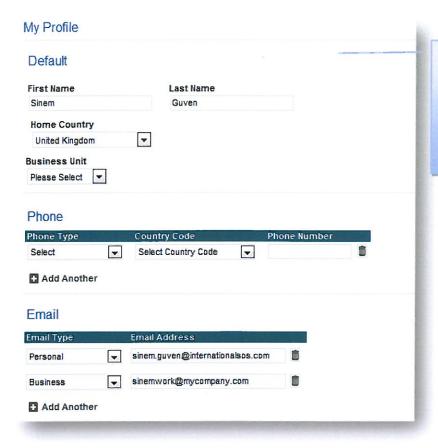
1. Registering as a new user

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





2. Creating the profile



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.



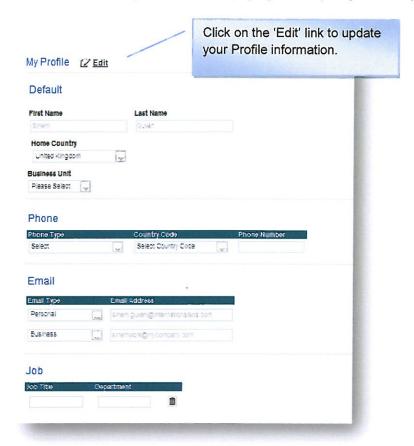
When entering the address for an accommodation, you should click on 'Address' textbox. It will open a pop-up box where you can enter the address. Once you click the Find Address button on this pop up, the system perform a search and provide you with a list of matching addresses. Select the closest address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

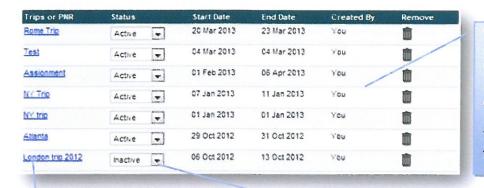




4. Viewing your trips

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.





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'.

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.

