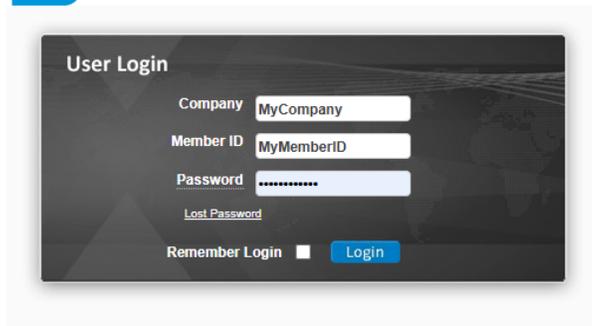




QUICK REFERENCE GUIDE

LOGGING INTO EMBURSE BOOK



Accessing Your Company's Online Booking Website

1. **Visit the Website:**
 - Go to <https://EmburseBook.com> or use the specific URL provided by your company.
2. **Log In:**
 - Enter the following details:
 - **Company Name**
 - **Member ID**
 - **Password**

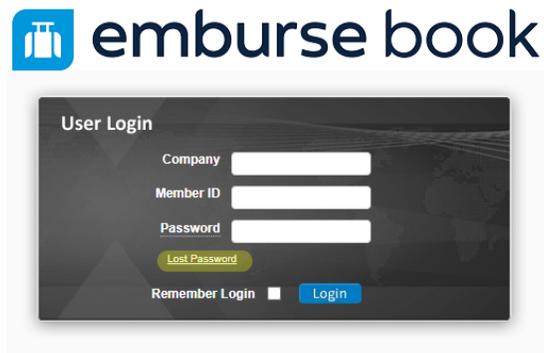
(Your Travel Manager or Online Administrator will provide your login credentials.)

3. **Click Login:**

- Once logged in, we recommend updating your profile information to ensure the system works smoothly for your travel needs.

Tip: Keeping your profile up-to-date helps avoid issues with booking or approvals!

LOST PASSWORD



Forgot / Lost Your Password? Here's How to Reset It:

1. **Go to the Login Page:**
 - Visit <https://EmburseBook.com> (or your company-specific URL).
2. **Click "Forgot / Lost Password":**
 - Find and click the **Forgot / Lost Password** link below the login fields.
3. **Fill Out the Password Reset Prompt:**
 - Enter your **Email Address, Last Name, and Company Name** in the required fields.
 - Click **Reset Password**.
4. **Receive an Access Code:**
 - After clicking **Reset Password**, an **Access Code** is displayed on the screen.
 - Keep this **Access Code** handy—you'll need it to complete the password reset process.
5. **Check Your Email:**
 - Look for an email with a password reset link. If you don't see it, check your spam folder.
 - Open the email and click the provided link.
6. **Create a New Password:**
 - Enter your **Access Code** in the appropriate field.

- Follow the instructions to create a new, secure password.
7. **Log In Again:**
- Return to the login page and sign in using your new password.

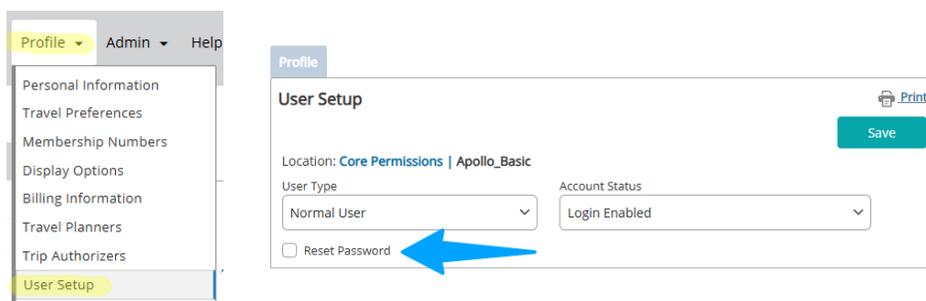
Tip: If you have trouble or don't receive the reset email, contact your **Travel Manager** or **Online Administrator** for assistance.

RESET MY PASSWORD

Resetting Your Password After Logging In

1. **Access the Profile Menu:**
 - Once logged in, hover over **Profile** in the main menu at the top of your home page.
2. **Select User Setup:**
 - From the drop-down menu, click on **User Setup**.
3. **Enable Password Reset:**
 - Check the box labeled **Reset Password**.
4. **Save Your Changes:**
 - Click **Save** to confirm.

Your password reset process will now be initiated or updated!



DISPLAY OPTIONS

Updating Your Display Options

Follow these steps to customize your display preferences:

1. Accessing the Display Options:

- Hover over the Profile tab in the Main Menu at the top of your homepage.
- From the drop-down menu, select Display Options.

2. Navigating the Display Options Page:

- The Display Options page will open, allowing you to configure various settings to suit your preferences.

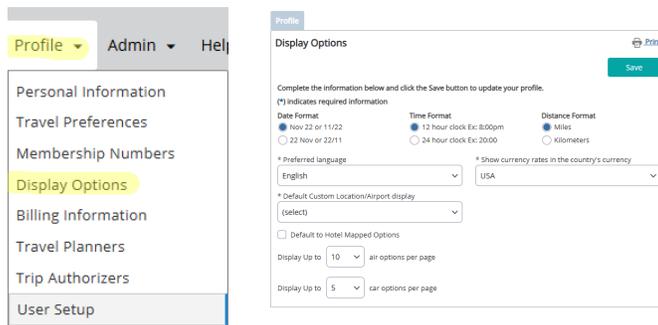
3. Customizing Your Preferences:

- You can update the following options:
 - **Date/Time/Distance Format:** Choose how dates, times, and distances are displayed.
 - **Preferred Language:** Select your preferred language for the interface.
 - **Currency Format:** Adjust how currency values are shown.
 - **Hotel Mapped Options:** Customize the display of hotel mapping.
 - **Number of Car/Air Results per Page:** Set how many results are displayed per page in searches.

4. Saving Your Changes:

- After making your selections, click the **Save** button to apply your updated preferences.

Your display settings will now reflect the choices you've made.



ASSIGN YOUR TRAVEL PLANNER

Adding a New Travel Planner

Follow these steps to add a Travel Planner to your account:

1. Accessing the Travel Planner Feature:

- Once logged in, **hover** over the **Profile** tab in the Main Menu at the top of your homepage.
- From the drop-down menu, select **Travel Planner**.

2. Adding a New Travel Planner:

- On the Travel Planner page, click the **Add New** Travel Planner link.

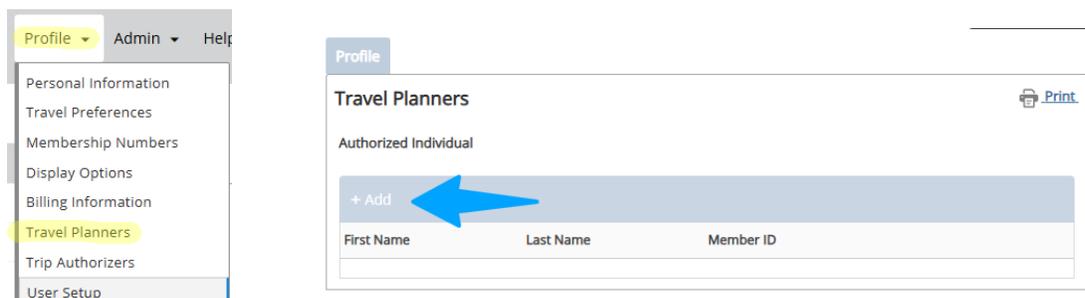
3. Entering Member IDs OR Name:

- Input the **Member ID(s)** or **Name** of the individuals you would like to designate as Travel Planners.
 - *Tip:* No limit to how many Travel Planners you can add.

4. Saving Your Updates:

- After entering the Member ID(s), click **Save** to confirm your changes.

Your Travel Planners are now set up and ready to assist with your travel plans!



SELECT ANOTHER TRAVELER

Switching to Another User

To access another user's profile, follow these steps:

1. Access the User Switch Feature:

- Hover over your name in the upper-right corner of the homepage until a drop-down list appears.
- Click Select Another User from the list.

2. Finding the Traveler:

- If the traveler's name doesn't appear in the initial list, click More... to view additional options.

3. Selecting the Traveler:

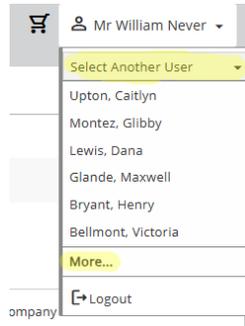
- From the expanded list, locate the traveler's name and click Select next to their name.

- Once selected, the traveler's name will replace yours in the upper-right menu bar.

4. Searching by Details (Optional):

- If you cannot find the traveler in the list, you can search by entering their Member ID, First Name, or Last Name.
- Click Search to locate their profile.

You are now successfully switched to the selected traveler's profile!



Travel Preferences **Trip List** **Select Another User**

To select a user, enter their member ID or other information to search for a specific user. If no search criteria is specified, all users will be returned.

Member ID

First Name Last Name

Travel Preferences **Trip List** **Select Another User**

To select a user, enter their member ID or other information to search for a specific user. If no search criteria is specified, all users will be returned.

Member ID

First Name

Last Name

Search

Click the user you wish to select in the list below.

Back

Select	Member ID	First Name	Last Name
Select	ORLA	Orla	Cowbell
Select	ROCKY	Rocky	Carlyle
Select	FLOWER	Flower	Childe

Back

UPDATE TRAVEL PREFERENCES

Setting Travel Preferences for a Single Trip

You can customize travel preferences for a specific trip in two ways: via the home screen or within your profile.

Option 1: From the Home Screen

1. Access Preferences:

- On the home screen, click any of the My Preferences links to customize settings for the single trip you are booking.

Air **Hotel** **Car** **Rail**

Air Home

Round Trip One Way Multiple Cities

From

To

Departure Date

Return Date

Time
 Anytime

Time
 Anytime

Depart

Depart

Include Car
 Include Hotel
 Search By Price Search By Schedule

Search

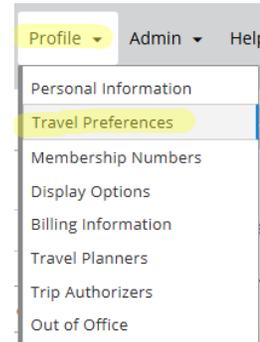
Travel Preferences **Trip List**

- Air Travel Preferences
- Car Travel Preferences
- Hotel Travel Preferences
- Rail Travel Preferences

Option 2: Within Your Profile

1. Access Travel Preferences:

- Log in to your account.
- Hover over the Profile tab in the Main Menu at the top of your home page.
- Select Travel Preferences from the drop-down list.



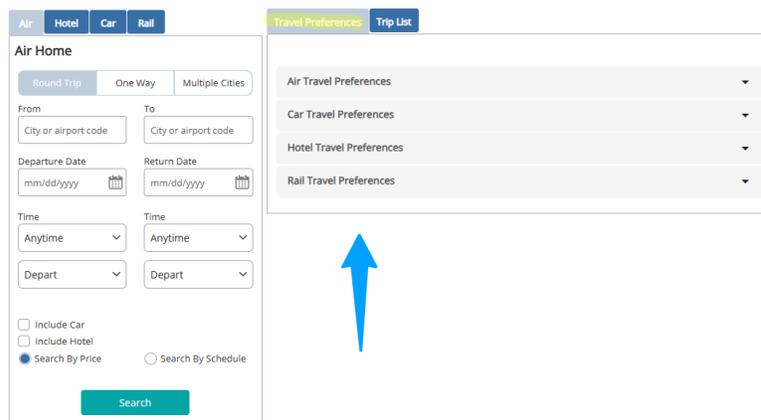
2. Customize Preferences:

- Choose your preferences for Air, Rail, Car, or Hotel as needed.
- Note: Selections here apply only to the booking you are working on and do not require saving.

Saving Preferences for Future Trips

- If you wish to save preferences for future trips:
 - After customizing preferences under Air, Car, or Hotel, click Save to retain these settings for all future bookings.

Following these steps, you can tailor your travel preferences for a single trip or save them for ongoing use!

A screenshot of the 'Air Home' search interface. The interface is divided into two main sections. On the left is the search form, and on the right is the 'Travel Preferences' panel. The search form includes tabs for 'Air', 'Hotel', 'Car', and 'Rail'. Below the tabs are buttons for 'Round Trip', 'One Way', and 'Multiple Cities'. There are input fields for 'From' and 'To' (City or airport code), 'Departure Date' and 'Return Date' (mm/dd/yyyy), and 'Time' (Anytime) for both. There are also 'Depart' dropdown menus and checkboxes for 'Include Car' and 'Include Hotel'. At the bottom, there are radio buttons for 'Search By Price' (selected) and 'Search By Schedule', and a 'Search' button. The 'Travel Preferences' panel on the right has tabs for 'Travel Preferences' and 'Trip List'. It contains four expandable sections: 'Air Travel Preferences', 'Car Travel Preferences', 'Hotel Travel Preferences', and 'Rail Travel Preferences'. A blue arrow points upwards from the bottom center towards the 'Travel Preferences' panel.

ADD/UPDATE MEMBERSHIP NUMBERS

Managing Membership Numbers

Follow these steps to add, update, or edit your membership numbers for Airlines, Cars, or Hotels:

The image shows two screenshots of the emburse book interface. The top screenshot shows the navigation menu with 'Profile' highlighted, and a dropdown menu listing options like 'Personal Information', 'Travel Preferences', 'Membership Numbers', 'Display Options', 'Billing Information', 'Travel Planners', 'Trip Authorizers', and 'Out of Office'. The bottom screenshot shows the 'Profile' page with a sidebar menu and a main content area titled 'Membership Numbers and Discount Programs'. This area contains several sections for adding membership numbers: Air, Car, Hotel, and Rail, each with a table for tracking membership details and a section for loyalty program associations.

Membership Numbers and Discount Programs

Membership Numbers

Air Membership Numbers

+ Add

Airline	Membership Number	Status Level
---------	-------------------	--------------

Car Membership Numbers

+ Add

Car Company	Membership Number	Status Level
-------------	-------------------	--------------

Hotel Membership Numbers

+ Add

Hotel Chain	Membership Number	Status Level
-------------	-------------------	--------------

Rail Membership Number

+ Add

Rail Carrier	Membership Number	Status Level
--------------	-------------------	--------------

Car Loyalty Program Associations

+ Add

Car Company	Airline Loyalty Vendor
-------------	------------------------

Hotel Loyalty Program Associations

+ Add

Hotel Chain	Airline Loyalty Vendor
-------------	------------------------

Adding or Updating Membership Numbers

1. Access Membership Numbers:

- Once logged in, hover over the **Profile** tab in the **Main Menu** at the top of your homepage.
 - Select **Membership Numbers** from the drop-down list.
2. **Enter Details:**
 - Select the **Airline, Car, or Hotel** vendor.
 - Input your **Membership Number** and, if applicable, your **Status Level**.
 3. **Save Your Changes:**
 - Click **Save** to complete the process.
-

Editing Existing Membership Numbers

1. **Navigate to Membership Numbers:**
 - Return to the **Membership Numbers** section by following the steps above.
2. **Edit Details:**
 - Locate the membership you wish to update and click the **Edit** link next to the corresponding number.
3. **Make Changes and Save:**
 - Update the necessary fields and click **Save** to confirm your edits.

Your membership numbers are now up-to-date and ready for use!

BOOK A TRIP

Booking Travel: Step-by-Step Guide

Step 1: Select Your Trip Type

- Log in and choose the appropriate travel button: **One Way, Round Trip, or Multiple Cities**.

Step 2: Enter Travel Details

- Fill in the **From** and **To** fields with the city name or airport code.
- Select your **Date** from the calendar and **Time** from the drop-down list.
- To include a car or hotel in your search, check the relevant boxes:
 - If you choose this option, you'll see a checkbox for "**based on air search criteria**."

- Uncheck this box if you want to customize your car or hotel search independently.

The screenshot shows a search form titled "Air Home". At the top, there are four tabs: "Air", "Hotel", "Car", and "Rail". The "Car" tab is highlighted with a green arrow. Below the tabs, there are three options: "Round Trip", "One Way", and "Multiple Cities". The "Round Trip" option is selected. The form has two columns for "From" and "To", each with a text input field labeled "City or airport code". Below these are "Departure Date" and "Return Date" fields, each with a date picker icon. There are also "Time" dropdown menus for both departure and return, both set to "Anytime". At the bottom, there are three checkboxes: "Include Car" (unchecked), "Include Hotel" (unchecked), and "Search By Price" (checked). There is also a "Search By Schedule" option. A blue "Search" button is at the bottom right, with a green arrow pointing to it. Another green arrow points to the "Include Car" checkbox.

Search and Customize

Step 3: Complete Options or Build Leg-by-Leg

- Click the **Search** button to open the results page.
- Review travel options:
 - Results may include flights to/from nearby airports based on your preferences.
 - Hover over the airport code to view the full airport name.
- You can choose:
 - A **complete priced itinerary** from the **Air Matrix**.
 - Or, build your itinerary via the **leg-by-leg** tab options.
- Click **Add to Cart** once you finalize your selection.

Including Car or Hotel

Step 4: Add a Car

- The **Car Availability** page will open.
- Choose:

- **Continue Without Car**, or
- Select your preferred car rental vendor and click **Add to Cart**.

Step 5: Add a Hotel

- The **Hotel Availability** page will open.
 - Choose:
 - **Continue Without Hotel**, or
 - Select your preferred hotel, click **Show Rates**, and pick a room.
 - Click **Add to Cart** to include the hotel in your itinerary.
-

Finalizing Your Booking

Step 6: Review Your Itinerary

- Open the **Shopping Cart** to review your selections.
- Here, you can:
 - Name your trip
 - Save your research
 - View rules, warnings, or seat maps
 - Remove car or hotel options
 - Cancel and restart the search
 - Explore more options
- Once satisfied, click **Purchase**.

Note: Based on your company settings, you may also see an option to **Reserve (HOLD)** your trip for ticketing later. These buttons may be customized and could have different labels.

Booking for a Guest or Variable Traveler

Step 7: Access Guest Traveler Booking

- Hover over your name in the **Main Menu** and select **Traveler, Guest** from the drop-down list.
- The **Guest Traveler** option will now appear in the **Traveler** section of the menu.

Important Notes:

- Depending on company settings, Guest Travelers do not have profiles. Any information entered will not be saved for future use.
- The **Profile** section may also be disabled for Guest Travelers.

Step 8: Complete Guest Booking

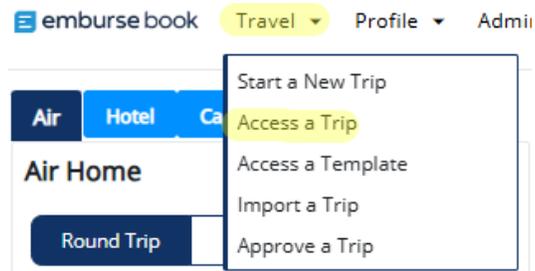
- Follow the same steps to book the trip.
- Upon clicking **Purchase**, you will be prompted to fill out the **Variable Traveler Information Form**:
 - Enter the traveler’s contact and TSA information.
 - Complete all required fields and click **Continue** to finalize the booking.

By following these steps, you can successfully book trips for yourself or on behalf of others with all necessary customizations.

ACCESS A TRIP

Accessing and Modifying a Trip

Follow these steps to access and make adjustments to an existing trip:



Step 1: Access Your Trip

1. **Navigate to Travel:**
 - Log in and hover over **Travel** in the **Main Menu** at the top of your homepage.
 - Select **Access a Trip** from the drop-down list.
2. **Locate Your Trip:**
 - The **Access a Trip** page will display your booked trips. Select the trip you want to modify.

Step 2: Modify Your Trip

1. **Adjust Segments:**
 - Click **Modify** in the shopping cart to make changes to your air, car, or hotel segments.
 2. **Finalize Changes:**
 - Once your modifications are complete, choose either:
 - **Reserve** to hold the trip for later ticketing.
 - **Purchase** to finalize your booking.
-

Accessing a Trip for a Guest Traveler

- If you need to modify a trip for a **Guest Traveler**:
 - Switch to **Guest Traveler** before accessing the trip.
 - Follow the same steps outlined above to locate and modify their itinerary.

You can easily access, adjust, and finalize your travel plans by completing these steps

CANCEL A TRIP

Canceling a Trip

To cancel an existing trip, follow these steps:

Step 1: Access the Trip

1. Navigate to the **Travel** menu:
 - Log in and hover over **Travel** in the **Main Menu**.
 - Select **Access a Trip** from the drop-down list.
 2. Locate and view the trip you wish to cancel.
-

Step 2: Cancel the Reservation

1. **Open Itinerary Actions:**
 - Hover over the **Itinerary Actions** link within the trip details.
 2. **Select Cancel Reservation:**
 - From the drop-down menu, choose the **Cancel Reservation** option.
 3. **Acknowledge Warnings:**
 - If a cancellation fee applies, a warning message will appear.
 - Review the warning and click **OK** to proceed with the cancellation.
-

Your trip will now be canceled, and you will receive confirmation. Be sure to review cancellation policies to understand any fees or restrictions.

COPY A TRIP

Copying a Trip: Step-by-Step Guide

You can duplicate an existing trip for yourself or another traveler by following these steps:

Option 1: Copy a Trip via Access Trip

1. **Access the Trip:**
 - Log in and hover over **Travel** in the **Main Menu**.
 - Select **Access a Trip** from the drop-down list.
 - Locate the trip you want to duplicate and click the **Copy** link next to it.
*Note: Only **Pending Trips** (Reserved, Purchased, or Ticketed) are eligible for copying. If a trip isn't eligible, the Copy link will be disabled.*
2. **Confirm Trip Details:**
 - The trip details will auto-populate. Review and confirm the details before proceeding.
 - Click **Continue** to move forward.
3. **Search and Modify:**
 - Confirm the itinerary for the copied trip and click **Search**.
 - The trip will appear in the **Shopping Cart**, where you can:
 - Finalize the booking
 - Edit trip details

- Reserve, Purchase, or Save the itinerary.
-

Option 2: Copy a Trip via Itinerary Actions

1. **Use Itinerary Actions:**
 - On the specific itinerary you want to duplicate, click **Itinerary Actions**.
 - From the drop-down menu, select **Copy Trip**.
 - The **Copy Itinerary** tab will open.
 2. **Follow Copy Process:**
 - The same steps from Option 1 will apply:
 - Confirm trip details.
 - Search and modify the itinerary as needed.
 - Proceed to **Reserve, Purchase, or Save**.
-

Copying for Another Traveler

1. **Traveler Selection:**
 - If the logged-in user has permission to book for another traveler:
 - The system will prompt you to enter the **Member ID, First Name, and Last Name** of the traveler.
 - Alternatively, click the **Keep Current Traveler** link to proceed without changing travelers.
-

Additional Notes:

- **Policy Overrides:**
 - If the selected traveler has a different travel policy than the original trip, you may receive a notification.
 - To continue and override the policy, click **Yes**.
 - To return to the original trip, click **No**.

Using these methods, you can efficiently copy a trip for reuse or customization.