

## My Profile

Click on the **Profile** tab on the **Main Menu**



Click on the **Personal** link to enter or modify your contact information including: home and business addresses, phone numbers and e-mail addresses. You can also change your password.

Click on the **Air** link to enter or modify your air travel preferences. If you have a seat preference you can enter it here.

Click on the **Hotel** link to enter or modify your hotel travel preferences

Click on the **Car** link to enter or modify your car travel preferences

Click on the **Credit Card** link to enter or modify your credit card information. You can securely store up to two credit cards as part of your profile. If you have stored credit card information you will not be prompted for this information again during the booking process.

## My Trips

Click on the **My Trips** tab on the **Main Menu**



Click on the **Active Trips** link to review, edit or cancel an active trip.

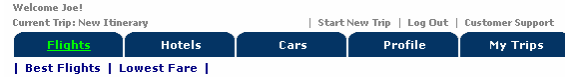
Click on the **Past Trips** link to review past trips or use a past trip as a template for a future trip.

Click on the **Customer Support** link above the **Main Menu** to submit an inquiry about a reservation or to report a problem.

Contact your travel agency if you have any questions or concerns about the use of this software.

## Airline Reservations

1. Click on the **Flights** tab on the **Main Menu**



2. Select either the **Best Flights** search or the **Lowest Fare** search. The Best Flights search will return the lowest fares available for the specific airports you enter. The Lowest Fare search will return the lowest fare available between the departure points you entered. Some of the flights may depart from, or arrive at, alternative airports.

3. Enter outgoing flight information:

**3.1 From** – Enter the city, airport name, or 3-letter code of the departure airport.

**3.2 To** – Enter the city, airport name, or 3-letter code of the arrival airport.

**3.3 Date** – Enter date that you wish to depart.

**3.4 Time** – Enter the time you wish to depart.

4. Enter the returning flight information:

**4.2 From** – Enter the city, airport name, or 3-letter code of the departure airport.

**4.3 To** – Enter the city, airport name, or 3-letter code of the arrival airport.

**4.4 Date** – Enter date that you wish to depart.

**4.5 Time** – Enter the time you wish to depart.

5. Select the type of trip: round trip or one way.

6. Select the number of passengers traveling on this trip if more than one.

7. Select **Advanced Search** if you want to customize your request with additional search options (i.e. time window, specific airline, class of service, non-stop, direct, etc.).

## Airline Reservations

8. Click on the **Search Flights** button.

9. Select the desired flights from the results that are displayed.

10. If you are not logged in, you will be prompted to log into your account before continuing.

11. If desired, you can enter a custom **itinerary name** on the Air Booking Summary Page.

12. Verify that the **Passenger Information** is correct and enter any comments or notes for the air segment.

13. Click on the **Make Reservation** button.

14. Enter the appropriate **credit card information** when prompted.

15. Click on the **Proceed with Booking** button.

16. Make a note of the **Confirmation Number** on the Confirmation Page. This information can be used to locate your reservation on the airline web site or if you are speaking to a airline company customer service representative.



## Making Reservations Quick Reference Card

Includes:

Airline Reservations, My Profile, and My Trips

(866) 708-8216

[www.meetings-incentives.com](http://www.meetings-incentives.com)