

Corporate Travel Planners - Travel Preference Setup

- 1) Click on the "**Travel**" link at the top of the page.
- 2) Click on "**Profile**".
- 3) Click on "**Profile Settings**".
- 4) Click on "**Personal Information**".
- 5) Select "**Contact Info**" in the JUMP TO menu.
- 6) Fill in all required fields and click "**Save**".
 - a. If you are the traveler, it is recommended that you provide your **Mobile Phone number instead of your "Work Phone"**.
- 7) Scroll down to the "**Travel Preferences**" section.
 - a. This section is for setting up your preferred search filters.
 - b. The system will use these filters when booking travel.
- 8) To add frequent travel program information, simply click "**Add a Program**".
 - a. Fill in your program information and click "**Save**".
- 9) You are required to indicate your "**Gender**" and provide your "**Date of Birth**" in order to use CTP services.
- 10) If you have TSA PreCheck, enter the **traveler number** and it will be applied to all flights book through CTP.

All Done!