


# The Travel Team – Easy Profile Profile Creation

1. [Connect to site by clicking here.](#)
2. Click on the “Sign Up” link at the bottom of the page



## THE TRAVEL TEAM

Email


Password


Required Field

LOG IN

[Forgot your password?](#)

### Single Sign-On

 MICROSOFT

 GOOGLE

Don't have an account? [Sign Up](#)

3. Under Native Sign-on please enter the following:
  - 3.1. Client code provided to you.
  - 3.2. Your Business Email Address.
  - 3.3. Password you would like to use on the site.

## REGISTER

**THE TRAVEL TEAM**

**Native Sign-On**

Client Code

Email

Password

Confirm Password

**REGISTER**

**Single Sign-On**

Client Code

**MICROSOFT**

**GOOGLE**

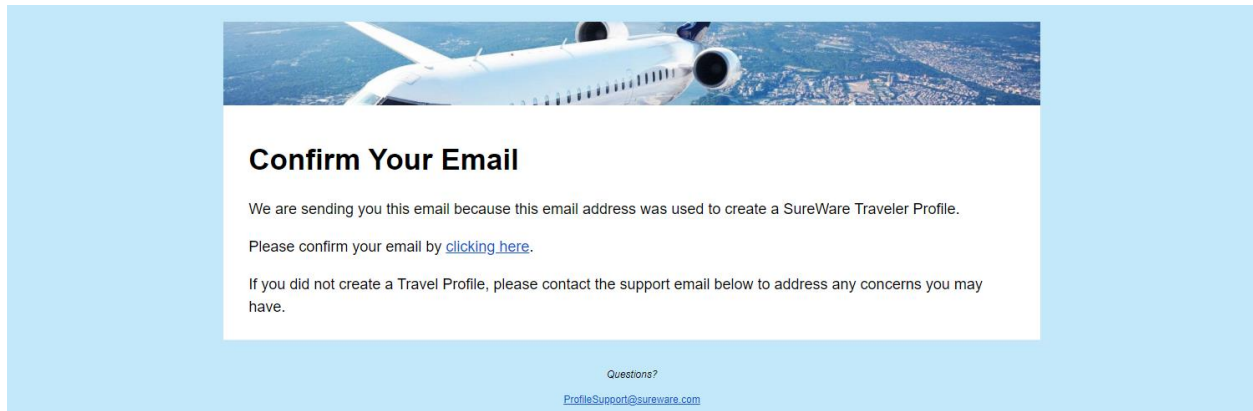
Already have an account? [Login](#)

4. Click Register and the below screen should confirm your registration.
5. Please access your work email to find the confirmation email sent from [profilesupport@sureware.com](mailto:profilesupport@sureware.com).

## REGISTER CONFIRMATION

Please check your email to continue setting up your account.

6. In the confirmation email please click on the link to confirm the email as shown below.



7. Your browser will open a new window with the below confirmation that your email has been confirmed and that your account has been successfully set up.
8. You can now click on the “Go to login screen” to log into your account.

## CONFIRM EMAIL

Thank you for confirming your email. Please login to continue setting up your account.

[Go to login screen](#)

9. Once you have successfully logged in to your account you will need to accept the consent to share your travel profile with The Travel Team.

## WELCOME

Please provide your consent to share your travel profile.

By entering my profile, I acknowledge and agree that all information relating to my travel profile may be shared with authorized company personnel, the travel agency and its designees, the online booking system, and the airline reservation systems to assist in maintaining their records, booking my travel, and managing the company's business travel.

ACCEPT AND CONTINUE

## Completing your Profile

You are now ready to complete your profile. You will be taken through a series of pages for basic information needed for booking travel. We ask that you complete at minimum the following fields:

- Full legal name as listed on your government issued ID which you use to check in for flights.
- Date of Birth
- Mobile Number – now required by many airlines for last minute changes.

For any other fields if you do not have information to complete you can leave them blank.

1. The first page will be for your travel name – please enter what is listed on your government issued ID

### TRAVEL NAME

Your "Travel Name" is important to ensure seamless check-in with airlines and passage through airport security. This name needs to be the exact name on the document you use for domestic travel purposes. For example, if you use your Drivers License, enter that name. If you travel using your passport, then enter that name.

Personal Title

First Name

Middle Name

Last Name

Suffix

CONTINUE

- Please be sure that the country code is correct when completing your mobile number. This is a required field to be completed. As shown in the example the number can be entered with no spaces or special characters.

## MOBILE PHONE

Providing your mobile phone number is important for communicating to you for service or emergency purposes.

Country Code

Phone Number

CONTINUE

- Please enter your gender and birth date on the following page. You can manually enter your birthdate you or you can click on the calendar icon to select your birthdate.

## GENDER AND BIRTH DATE

Gender and Birth Date are required for travel and airport security purposes.

Gender

Birth Date

CONTINUE

- If entering emergency contact information, please be aware that if you are going to add a contact name, you must enter a phone number along with it in order for this information to pass to our Travel Consultants and on to your bookings with the airlines.

## EMERGENCY CONTACT

In case of any emergency, it is important that you provide your emergency contact.

Name

Relationship

Phone

Email

CONTINUE

- If you have a TSA-Pre check number or a Global Entry Number please enter that in the Known Traveler number field along with the issue country.
- If you were provided a Redress number by the TSA please enter that in the Redress Number Field as needed.

## TSA PRECHECK®

Provide your TSA security IDs if you have them.

Known Traveler will be either your TSA PreCheck®, Global Entry, TWIC, Nexus or Sentri ID.

Known Traveler

Issue Country

Redress Number

Issue Country

CONTINUE

7. The following screen shots will show the remainder of the pages that you can complete as part of your profile in the initial profile setup. If you do not wish to complete these pages on your initial setup you may hit the continue button on each page.

### COMPANY INFORMATION

Please provide the following company related information:  
*Company* - The name of your company.  
*Job Title* - Your position or job title.  
*Preferred Airport* - The airport that you prefer to depart from.

Company

Job Title

Preferred Airport

[CONTINUE](#)

### BUSINESS ADDRESS

Please provide your business address.

Address

Address 2

City

State/Province

Country

Postal Code

[CONTINUE](#)

### HOME ADDRESS

Please provide your home address

Address

Address 2

City

State/Province

Country

Postal Code

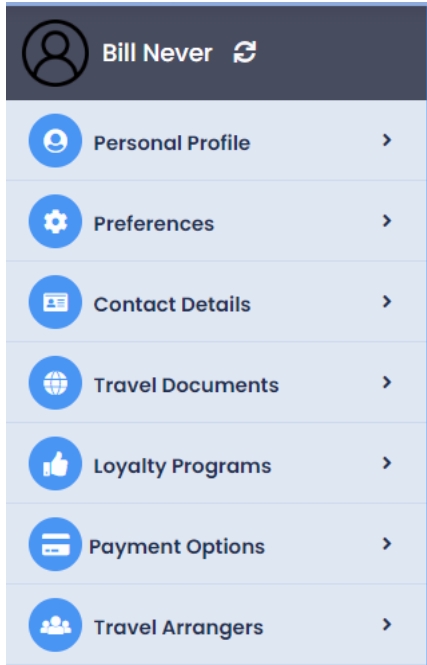
[CONTINUE](#)

8. Once you have completed all the required initial profile pages you will then see the screen below where you may continue on to your full profile options, by hitting 'Continue'. You may also logout at this time or go to your account home.

## THANK YOU.

Thank You - your required information has been saved! When selecting "Continue" you will move into your traveler profile. This will allow you to make modifications or add additional details like your preferences, passport information and membership programs. Select "Account Home" to make modifications to your user account. Select "Logout" if you are finished and choose to signoff.

[CONTINUE](#) [ACCOUNT HOME](#) [LOGOUT](#)



9. If you choose you can go to account home or continue, where you will see several options to complete other profile items on the left hand side, including:

9.1. Preferences – Travel preferences such as seating and hotel preferences.

9.2. Contact Details – Additional addresses, phone numbers and email addresses can be added here.

9.3. Travel Documents – Passports and other travel documents can be added here

9.4. Loyalty Programs – This is where you can add your rewards numbers for air, hotel, car and rail.

9.5. Payment Options – Credit Cards can be added for Business, personal, hotel guarantee, et.

9.6. Travel Arranger – You can search for a colleague by email address and if they are a registered user you can assign that as a travel arranger to update your profile on your behalf.

10. Please be sure to Log Out of the site once you have finishing updating your profile to ensure that your profile updates immediately to our Travel Consultant system to prevent any delays in your data being updated so that they may better serve you.