Booking Non-Employees Through the CBT Online Booking Tool (OBT)

Step-by-Step

1. **Change to Guest Booking**
   - Online Booking Tool —> Under Trip Search Heading
   - Click *Book for a Guest*

2. **Begin Booking**
   - Search for flights the same as if for an employee booking
   - Select flights/fare by clicking blue button showing fare

3. **Complete Booking**
   - Review itinerary (dates, cities, times, connections)
   - Enter traveler information → Required:
     - Name as on government issued ID,
     - Gender
     - Date of birth
     - Contact Information (phone number & email address)
   - Enter optional traveler information, if available:
     - Known Traveler Number (TSA pre-check #)
     - DHS Redress number
     - Frequent flyer information
   - Complete reservation as if for an employee booking