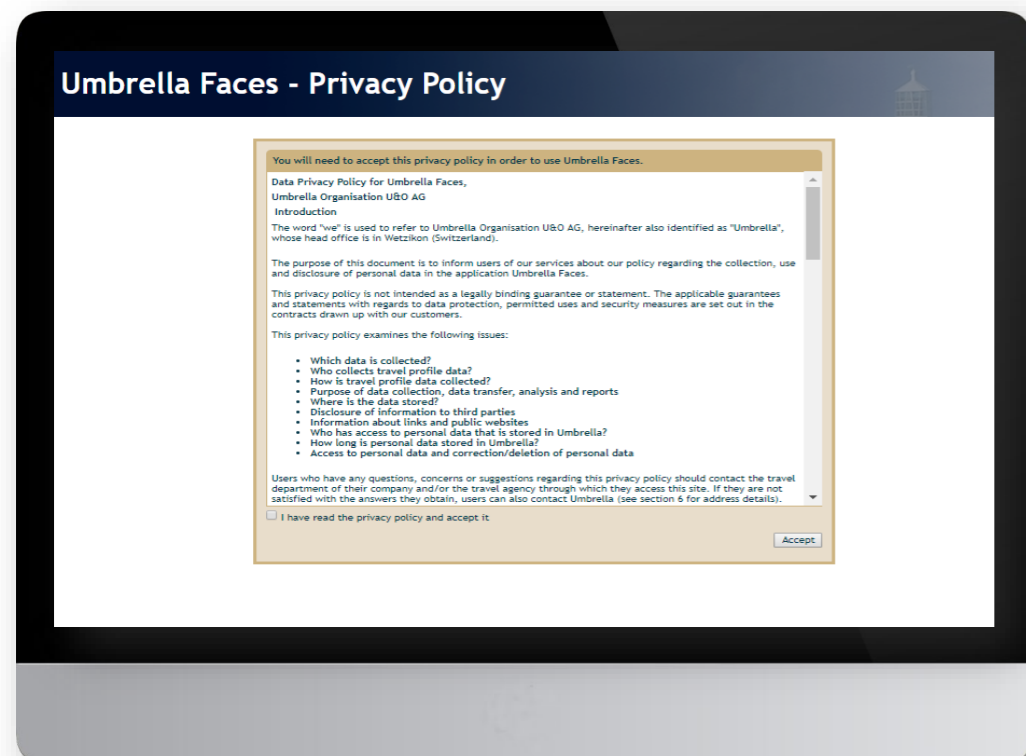




CTM Profiles: Quick Start Guide

GETTING STARTED

Upon your initial login to CTM Profile, you will be prompted to set a new CTM Profiles password and then read and accept the data protection/privacy policy. You will only be asked to do this on your initial login.



Read and accept the user Privacy Policy to view and update your profile.
(You will only have to accept the policy the first time you login.)

Travel Profile Update

Please review and complete the sections below:

General

Company: USA Client Demo

Gender: Male

Title: -

Legal First name: Travis

Legal Middle name: Demo

Legal Last name: Miles

Suffix (Jr, Sr, III): -

Date of birth: 01/22/1990

Citizenship: United States

Language: English (United States)

Phone business: +1 555-555-1212

Phone home: -

Mobile: +1 555-555-1313

E-mail: demo@elliemaeinc.com

Card type: Visa

Creditcard no.: 445070CVAZRJ9259

Expiration: 04 / 20

Remark: Air Card

Use as form of payment:

Priority Remarks: Priority Remarks

Travel documents

Passport(s)

Nationality: Nationality

Passport no.: Passport no.

Issue date: Issue date

Issue place: Issue place

Issue country: Issue country

Expires: Expires

Primary Passport:

Add new

Visa information

Country: Country

Number: Number

Issue date: Issue date

Expires: Expires

Entry type: -

Linked passport: -

Add new

Identification cards

Country: Country

Number: Number

Issue date: Issue date

Expires: Expires

Add new

Known Traveler Number: Known Traveler Number

Redress Number: Redress Number

Preferences

Seat Request: -

Meal Request: -

Smoker:

Web card: -

Frequent flyer

Airline: Select a carrier

Number: Number

PIN: PIN

Add new

Hotel guarantee: -

Hotel Program

Hotel chain: Select a hotel chain

Customer number: Customer number

Customer request: Customer request

Add new

Guarantee rental car: -

Car Program

Company: Select a rental company

Customer number: Customer number

Customer request: Customer request

Add new

Carrier preference (2-letter-code): Carrier preference (2-letter-code)

Car Type - Vehicle Category: -

Car Type - Body Type: -

Administration

Arranger / Assistance

Arranger / Assistance: Travis Miles

Add new

Approver

Approver: Approver

Add new

Emergency Contact

First name: First name

Surname: Surname

E-mail: E-mail

Phone: -

Employment Information

Employee ID: Employee ID

Cost Center: Cost Center

Department: Department

Job Title: Job Title

Cancel Save

BEWARE! Changes apply to new bookings only!

SAVING PROFILE CHANGES AND BOOKING TRAVEL ON LIGHTNING

** When editing the Traveler Profile make sure to click **Save**, before leaving the page or timing out of the site.

*** If the profile requires any updates to an un-Editable field, please email [CTM Online Support](#), for assistance.

For additional information or assistance please contact Online Technical Support at 1-877-208-1396, or email at na.online@travelctm.com.

