

iTravel Online Booking Tool

Adding Travel Preferences and Frequent-Traveler Programs

Step	Task
1.	Log in to the Online Booking Tool.
2.	Click Profile from the home page (located in the upper right corner).
3.	Click Profile Settings from your profile.
4.	Click Travel Preferences found under Travel Settings on the left side of page.
5.	Enter Air Travel Preferences, Hotel Preferences and Car Rental Preferences .
6.	Select [+] Add a Program found under Frequent-Traveler Programs to add program numbers for Air/Rail Carriers, Car Rental Companies, and Hotels . NOTE: You can add unlimited program numbers, five at one time.
7.	Select Save .