

## iTravel Online Booking Tool

### Adding Travel Preferences and Frequent-Traveler Programs

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