

## Purchasing Tickets for Non-UW Travelers

1. UW Coordinator sets-up non-UW traveler in ResX by going to: [www.azumano.com/uw](http://www.azumano.com/uw)
2. Click SELF REGISTRATION: TRAVELER
3. Complete User Set-up and assign a Member ID. Boxes marked with \* must be completed. Save.
4. Set Password (4-15 characters). Save.
5. ResX home page appears. Click PROFILE tab.
6. Add YOUR email address as Primary or Secondary Contact so you will receive email notices about the booking.
7. Click the Profile sub-section titled TRAVEL PLANNERS, then click ADD NEW TRAVEL PLANNER.
8. Input your own Member ID and SAVE.
9. You have now assigned the non-UW registrant to be one of your Travelers. Logout.

### If Coordinator wishes to select flights

10. Coordinator logs into ResX from [www.azumano.com/uw](http://www.azumano.com/uw)
11. In the top toolbar, click the down arrow next to your name. The name of the new non-UW Traveler will appear. Click on it and begin planning travel. Please note that during a booking you will be asked to supply the Traveler's exact name, date of birth and gender. These are new TSA requirements.
12. After you've selected flights by adding them to the Shopping Cart, click RESERVE. The itinerary will be held while you check if the schedule suits the visitor. Fares are not guaranteed until ticketing has taken place. (To ensure retaining the reserved seats, you should PURCHASE within 24 hrs.)
13. When you are ready to PURCHASE or change an itinerary that has been reserved, log-in as yourself, click the down arrow by your name, click the Traveler's name; click the TRIP LIST tab; find the trip under PENDING TRIPS and click VIEW. Click the PURCHASE button shown in the SHOPPING CART.
14. If you need to select different flights, click CANCEL AND RESTART SEARCH. This option retains the date/time you've already specified.

### If Traveler wishes to select flights

15. Coordinator emails non-UW Traveler his/her assigned Member ID and Password (steps 3,4 above) and the following steps for ResX Log-in:
  - a. Go to [www.resx.com](http://www.resx.com)
  - b. Company name = UW
  - c. Traveler enters Member ID and Password as provided by UW Coordinator. Click GO.
  - d. Search flight options. Click ADD TO CART to select desired flights. Click RESERVE.
  - e. Email the reservation to UW Coordinator for review and Purchase.
16. Coordinator accesses Traveler's chosen itinerary as described in Step 13 and completes PURCHASE.
17. Unauthorized access to ResX can be prevented by contacting Azumano Travel at 866-291-0460 or emailing [wassupport@azumano.com](mailto:wassupport@azumano.com) to delete the non-UW name after travel has taken place.

A Training Video and Quick Reference Guide are available under ResX Training Center on [www.azumano.com/uw](http://www.azumano.com/uw)