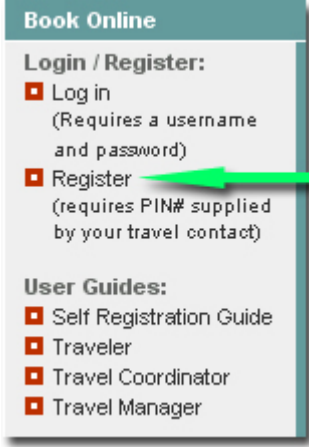




1. Go to **State of Washington Travel Center** home page: [www.washingtontravelonline.com](http://www.washingtontravelonline.com). Set-up your department's account and PIN by submitting the "**Account Setup Form**" shown on lower left side of page under "My Company Links". You will receive a callback to review your department's specific requirements after which a PIN will be emailed to you.


2. Click on **Register** (under the Book Online section )




3. In Company Name box enter exactly like this: **State of Washington**.

4. Enter the **PIN #** which has been assigned to your agency or organization: \_\_\_\_\_

5. Registration Form will display. Each Travel Coordinator or Traveler must be registered one at a time. Enter your **name** or your **traveler's name** as it appears on their **government issued photo ID**. Enter the person's **business email address** and **home airport code**. Enter person's **phone number including country code**. Move down and select correct **Role Type** ( see  either **Travel Coordinator** or **Traveler**). Travel Coordinator should register self before registering any travelers. The **User Name/User ID** will be the **work email address** of the person being registered (see ). Enter a **password for the User**. We recommend selecting an **easy password** (such as **abc123**) which can be repeated since you may be registering a number of travelers. The password can be individualized later if desired. The last step is to click **Save**.

Role Type:  \* 

**User ID and password**

User Name:  \* 

Your password must be 6 characters or longer. You can use any combination of letters or numbers.

Enter your password:  \*      Enter password again:  \*

Enter a short phrase or "**hint**" to remind you of your password if it is forgotten.

Enter password "hint":  \*

"\*" all starred items must be filled in before you save.

6. **Once registered, a Travel Coordinator is ready to either login to Travelport to book travel, or repeat steps 2,3,4,5 to register additional names.**

7. Travel Coordinators who book on behalf of others must have Traveler names **assigned** to their list of Managed Travelers. Travelers must first be registered (see above) before they can be assigned to a TC. **To add a registered Traveler to a TC's list, follow steps 8-10.**

8. **Login to Travelport** as yourself (the Travel Coordinator). URL for Login page is <https://www.travelport.net/login.aspx>

9. When the "Welcome" page displays, click "**Profile Manager**", appearing under "**My Tools**" on the top right side of the page. Scroll to the bottom of the display and click on "**Travel Coordinator**." (Note the menu of 7 profile sections which may be edited within "Profile Manager"). Alternately, you can quickly access these **Travel Coordinator Administration** functions by clicking on the words **Profile Menu** or the words, **Travel Coordinator**, both located in the lefthand, blue, side menu.

10. The **Travel Coordinator Administration** page will display. Move down, click on "**Add Traveler**". An alphabet will display. Click on the first letter of the traveler's last name. Select and highlight the traveler's name. It will transfer to the box labeled "My Travelers". Click "**Save**".

11. After completion of this assignment process, a Travel Coordinator who logs in and begins booking a trip will see a "Choose a traveler to book on behalf of" option with a drop-down list of those travelers assigned to him/her.

12. A Travel Coordinator may wish to **store a credit card number** in the Profile of a Managed Traveler. Once stored, it will appear as asterisks plus the last 4 digits of the card number. The Travel Coordinator logs in and clicks **Profile Manager** under **My Tools** on the "Welcome" page. After seeing "Profile Manager, Travel Coordinator", go to Step 1 and put in a traveler's last name. Under Step 2, click on "Credit Cards". Fill in the boxes, and check the box designating what the card may be used for (Air or Hotel or Car). Click Save. To add credit card info for another traveler, return to Profile Master Menu. Click on "Clear Form" and enter last name of next traveler.

**- Have a question or need further assistance?**

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