

Quick Reference Guide

How to Login to Enterprise
Enter https://enterprise.nuttravel.com in your browser
Enter your Company Name , Memberid (provided by your travel manager) and Password
Click Login

How to Change your Password
Login to the solution
From the Home screen, click the Profile menu item and select Display Options
Select Change Password in left pane
Enter your Current Password and New Password and confirm New Password and click Save

How to Assign Travel Planners
Login to the solution
From the Home screen, click the Profile menu item and select Travel Planners
Click Add New Travel Planner link
Enter up to five Member IDs of individuals who may plan your travel and click Save

How to Update your Travel Preferences
Login to the solution
On the Home screen, update your travel preference information is it applies to the reservation you are making
Alternatively, click the Profile menu
Click Travel Preferences , make desired modification and click Save

How to Book a Trip
Login to the solution
Select the appropriate Radio Button for Round Trip , One Way or Multi City
Enter airport or city names for trip
Enter dates and times
Click the checkbox to include car and/or hotel for your trip
Select itinerary preference: Custom Built or Suggested and click Search
Select Add to Cart button from Complete Options tab or select individual flight options from Leg by Leg tabs
Select Add to Cart next to desired car option
Select Radio button for desired rate on hotel of choice and Add to Cart
Click Reserve or Purchase

How to Modify a Trip
Login to the solution
From the Home screen, click the Travel Menu and select Access a Trip
Under the Pending Trips section, click the View link next to the trip you want to modify
Modify the desired segment(s) and click the Purchase button

How to Cancel a Trip
Login to the solution
From the Home screen, click the Travel Menu and select Access a Trip
Under the Pending Trips section, click the View link next to the trip you want to modify
Click the Cancel link
Alternatively, instead of clicking

the View link on the Pending Trip , click the Cancel link next to the trip you wish to cancel
Screen candy displays and PNR is cancelled

How to Select a Trip Authorizer
Login to the solution
From the Home screen, click the Profile menu item and select Travel Authorizers
Select desired authorizer from Available column and use arrow to move to Selected column
Click Save