



CTM PROFILE USER GUIDE

Version 1.0

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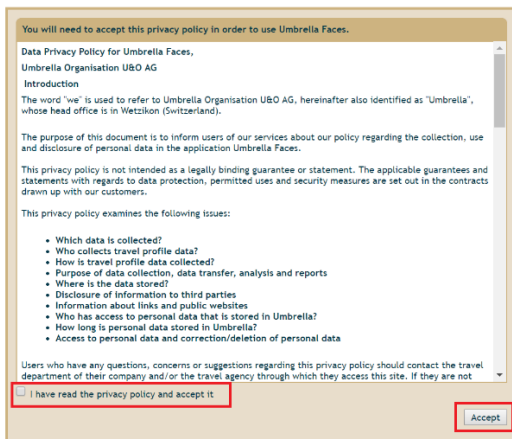
OVERVIEW

This guide will assist users with their initial login and setting up their profiles in the CTM Profile platform.

WELCOME TO CTM PROFILE

GETTING STARTED

Upon your initial login to CTM Profile, you will be prompted to read and accept the data protection/privacy policy. You will only be asked to do this on your initial login.



The screenshot shows a dialog box titled "You will need to accept this privacy policy in order to use Umbrella Faces." The content includes the following text:

Data Privacy Policy for Umbrella Faces,
Umbrella Organisation UBO AG

Introduction
The word "we" is used to refer to Umbrella Organisation UBO AG, hereinafter also identified as "Umbrella", whose head office is in Wetzikon (Switzerland).

The purpose of this document is to inform users of our services about our policy regarding the collection, use and disclosure of personal data in the application Umbrella Faces.

This privacy policy is not intended as a legally binding guarantee or statement. The applicable guarantees and statements with regards to data protection, permitted uses and security measures are set out in the contracts drawn up with our customers.

This privacy policy examines the following issues:

- Which data is collected?
- Who collects travel profile data?
- How is travel profile data collected?
- Purpose of data collection, data transfer, analysis and reports
- Where is the data stored?
- Disclosure of information to third parties
- Information about links and public websites
- Who has access to personal data that is stored in Umbrella?
- How long is personal data stored in Umbrella?
- Access to personal data and correction/deletion of personal data

Users who have any questions, concerns or suggestions regarding this privacy policy should contact the travel department of their company and/or the travel agency through which they access this site. If they are not

I have read the privacy policy and accept it

Accept

CTM PROFILE

Updating your profile

Welcome Jack Anderson



My profile Company My agency Info

Logout

Login

Username: ANDERSONJACK@MAILINATOR.COM
Password: [masked]
Confirm password: [masked]

Publishing

Elysum Profile no: Last published at 5:26:06 AM on Jan 25, 2019, result was: OK
0000012ANCSANDERSONRANCIH1@MAILINATOR.COM
Sabre Profile no: Last published at 5:26:06 AM on Jan 25, 2019, result was: OK
ANDERSONJACK

General

Company: ANDERSON RANCIH
Gender: Male
Title: [blank]
Legal First name: Jack
Legal Middle name: [blank]
Legal Last name: Anderson
Suffix (Jr, Sr, III): [blank]
Date of birth: 01/04/1990
Citizenship: United States
Language: English (United States)
Phone business: +1 908-778-6576
Phone home: +1 728-787-8969
Mobile: +1 890-889-7799
E-mail: ANDERSONJACK@MAILINATOR.COM

Preferences

Seat Request: [blank]
Meal Request: We do our best to accommodate requests but cannot guarantee them.
Sawler: [blank]
Web card: [blank]
Frequent flyer: [blank]
Airline: [blank]
Number: [blank]
PIN: [blank]
Add new: [blank]
Hotel program: [blank]
Hotel chain: [blank]
Customer number: [blank]
Customer request: [blank]
Add new: [blank]
Quarantine rental car: [blank]
Company: [blank]
Customer number: [blank]
Customer request: [blank]
Add new: [blank]
Car Type - Vehicle Category: [blank]
Car Type - Body Type: [blank]
Car Type - Transmission: [blank]
Car Type - Air: [blank]
Hotel Room Type: [blank]

Rail Information

Seat: [blank]
Card: [blank]
Number: [blank]
Expiration: [blank]
Collect points: [checked]
Class: [blank]
Valid from station: [blank]
Valid to station: [blank]
Add new: [blank]

Administration

Arranger / Assistance: [blank]
Arranger / Assistance: [blank]
Approver: [blank]
Approver: [blank]
Emergency Contact: [blank]
First name: [blank]
Surname: [blank]
E-mail: [blank]
Phone: [blank]
Home Address: [blank]

Travel documents

Passports

Nationality: [blank]
Passport no.: [blank]
Issue date: [blank]
Issue place: [blank]
Issue country: [blank]
Expires: [blank]
Primary Passport: [checked]
Add new: [blank]
Visa Information: [blank]
Country: [blank]
Number: [blank]
Issue date: [blank]
Expires: [blank]
Entry type: [blank]
Linked passport: [blank]
Add new: [blank]
Identification cards: [blank]
Country: [blank]
Number: [blank]
Issue date: [blank]
Expires: [blank]
Add new: [blank]

Address Number: [blank]
Address: [blank]
Address Number: [blank]
Address Number: [blank]
Print profile

- Your name, email, phone number, gender, and date of birth will be pre-populated.
- The username, email address, name, company, and publishing fields are non-changeable.

FILLING OUT YOUR PROFILE

Credit Cards

In the "General" section, add your credit card information.

The screenshot shows a form titled "Credit cards" with the following fields:

- Card type: A dropdown menu with a "-" symbol and a downward arrow.
- Creditcard no.: A text input field with the placeholder text "Creditcard no."
- Expiration: A text input field with the placeholder text "Expiration"
- Remark: A text input field with the placeholder text "Remark"
- Use as form of payment: A checkbox that is currently unchecked.

Below the form is a link labeled "Add new".

- Click on "Add new" to add alternate credit cards.
- The credit card can be selected in the "Preferences" section to be used for hotel guarantee.
- Click the red "X" to delete a credit card.

This is a close-up of the "Credit cards" form, showing the "Card type" dropdown menu and a red "X" button to the right of the dropdown, used for deleting the card.

Employment Information

Add employee ID, department, cost center, project ID, and job titles (if applicable and/or required by your company)

Employment Information

Employee ID	<input type="text" value="Employee ID"/>
Cost Center	<input type="text" value="Cost Center"/>
Department	<input type="text" value="Department"/>
Project ID	<input type="text" value="Project ID"/>
Job Title	<input type="text" value="Job Title"/>

Preferences

This section is where you fill in your airline frequent flyer, hotel frequent guest, and car membership numbers, as well as select your form of payment, seat preference, and add any special meal requests.

The screenshot shows a 'Preferences' form with several sections. At the top, there are dropdown menus for 'Seat Request', 'Meal Request', and 'Web card', along with a 'Smoker' checkbox. A note reads: 'We do our best to accommodate requests but cannot guarantee them.' Below this is the 'Frequent flyer' section, which includes a dropdown for 'Airline', and input fields for 'Number' and 'PIN'. A link 'Add new' is present. The 'Hotel Program' section has a dropdown for 'Hotel guarantee', a dropdown for 'Hotel chain', and input fields for 'Customer number' and 'Customer request', with an 'Add new' link. The 'Car Program' section has a dropdown for 'Guarantee rental car', a dropdown for 'Company', and input fields for 'Customer number' and 'Customer request', with an 'Add new' link. At the bottom, there are dropdown menus for 'Car Type - Vehicle Category', 'Car Type - Body Type', 'Car Type - Transmission', 'Car Type - Air Conditioning', 'Hotel Room Type', and 'Carrier preference (2-letter-code)'.

Each vendor type (airline, car, hotel) has its own section under "Preferences"

You can add more membership numbers by clicking on "Add new" below each section.

If you need to remove a membership number, simply click on the red "X" next to the company/chain name

This is a close-up of the 'Hotel chain' dropdown menu. The dropdown is currently set to 'Select a hotel chain'. To the right of the dropdown is a red 'X' icon, which is used to remove the selected item.

Rail Information

This is for rail only.

You can add frequent traveler numbers, select a credit card, and store your seat preference for all rail travel.

Rail information

Seat	<input type="text" value="-"/>
Card	<input type="text" value="-"/>
Number	<input type="text" value="Number"/>
Expiration	<input type="text" value="Expiration"/>
Collect points	<input checked="" type="checkbox"/>
Class	<input type="text" value="-"/>
Valid from station	<input type="text"/>
Valid to station	<input type="text"/>
	Add new

Travel Documents

Your passport, visa, and identification information should be added to this section.

In the case of dual citizenship, you can add alternate passports; please ensure you select one as your "Primary Passport".

You can add any visas, and driver's licenses or other government issued identification.

Travel documents

Passport(s)

Nationality

Passport no.

Issue date

Issue place

Issue country

Expires

Primary Passport

[Add new](#)

Visa Information

Country

Number

Issue date

Expires

Entry type

Linked passport

[Add new](#)

Identification cards

Country

Number

Issue date

Expires

[Add new](#)

Please note the section below is for a redress number (if applicable), and a known traveler/pre-check number.

Redress Number

Known Traveler Number

Home Address

This is an optional field to store your home address.

Home Address

Street1	<input type="text" value="Street1"/>
Street2	<input type="text" value="Street2"/>
City	<input type="text" value="City"/>
State	<input type="text" value="-"/>
Postal Code	<input type="text" value="Postal Code"/>
Country	<input type="text" value="Country"/>

THINGS TO CONSIDER & AGENCY CONTACT

SPECIAL NOTES & CONSIDERATIONS

- YOU SHOULD FILL OUT YOUR PROFILE AS COMPLETELY AS POSSIBLE.
- ANY CHANGES/UPDATES WILL ONLY BE APPLIED TO **FUTURE** RESERVATIONS.
- CTM PROFILE WILL TIME OUT AFTER A FEW MINUTES OF INACTIVITY.

For additional information or assistance completing the CTM Profile, please contact CTM's Online Technical Support Desk at 1-877-208-1396, or email at na_online@travelctm.com.