

## User Guide

### Updating Information in the Portal

#### OVERVIEW

STM's Travel suite of tools includes a travel portal and an online booking tool (STO) that you will have access to in order to manage and arrange travel.

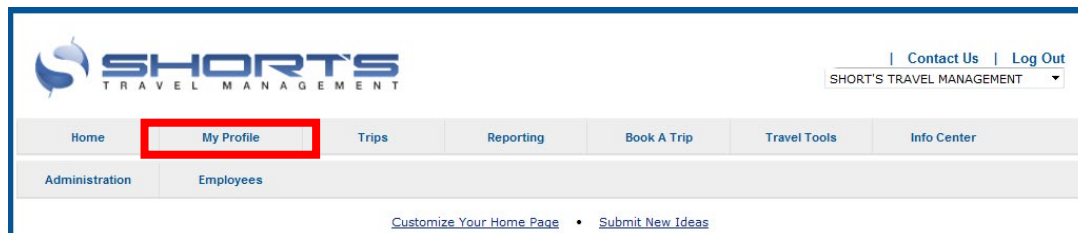
#### TRAVEL PORTAL

To access the travel portal, navigate to your single sign on page and enter your credentials. Once you have logged in, you will be taken directly into the portal.

The portal houses information, provides details, and allows you to access the online booking tool.

#### HOME SCREEN

Once you get logged in, you will be directed to the home screen. The home screen will have a series of panels with different information pertaining to your travel specifically. If you are an administrator, you will likely see more options than other travelers. Please note this information may appear differently for each traveler.



#### MY PROFILE

Before you book travel, you will want to fill out your profile. Your profile houses all your personal information needed to book travel as well as your payment information, rewards program numbers and additional information. Please fill out your profile to the fullest before booking travel.

*\*Note – profiles will be loaded into the system before you log in, but you will want to confirm all the information is true and accurate.*

#### FORMS OF PAYMENT

The Forms of Payment section allows travelers to enter their p-card or personal credit card information.

If your department has a card that is able to be used across the whole department, it will not show in your profile, but will appear in the drop-down menu on the purchase screen when booking online.

To add a new card, click the green plus sign. A Form of Payment detail screen will appear. Enter a card description, which will be used to identify the card on the purchase screen when booking travel. Enter the card type (Visa, MasterCard, Discover, Amex, etc.), card number and expiration date. Then, determine what aspects of travel this card should be used for: Airline Flights, Car Rentals, Hotel Reservations, or as a Personal Form of Payment.



TRAVELER/TEST ▾

**TEST TRAVELER**

- >> [General Information](#)
- >> [Business Contact](#)
- >> [Personal Contact](#)
- >> [Travel Preferences](#)
- >> [Frequent Account Numbers](#)
- >> [Forms Of Payment](#)
- >> [Passport Information](#)
- >> [Traveler Numbers](#)
- >> [Itinerary Notifications](#)
- >> [Travel Arrangers](#)
- >> [Email Subscriptions](#)

**Agent Only Options**

- >> [Remarks](#)

[Profile Summary - 231121](#)

– denotes required information

**FORMS OF PAYMENT**

Description	Account Information	Add	Edit	Remove
<a href="#">Add Form Of Payment</a>		+		

**FORMS OF PAYMENT**

**PLEASE NOTE:** By hitting "Save" you are authorizing Short's Travel to retain this credit card information for future transactions until the card expiration date. Short's Travel follows PCI Compliance guidelines to ensure credit card information security.

Card Description

Card Type

Card Number

Expiration Date

Card Usage

- Airline flights
- Car rentals
- Hotel reservations
- Personal form of payment

[Save >](#)

Please note that credit card information is encrypted once entered in our system and is not accessible by any individual or administrator.

**TRAVELER NUMBERS**

The Traveler Numbers section allows you to enter Known Traveler numbers, for those travelers who participate in programs such as TSA Pre-check, Global Entry, Clear, etc. This section also allows any travelers who have been issued a Redress Number by the Department of Homeland Security, to indicate that number in their reservations in order to avoid repeated screenings.

TRAVELER/TEST ▾

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**SECURITY NUMBER FOR TRAVEL**

Known Traveler numbers include TSA PreCheck, Trusted Traveler, Global Entry, NEXUS, SENTRI. Enrollment into these programs is voluntary and require payment of an enrollment fee as well as an extensive background check. These programs may allow expedited screening through TSA or Customs although not guaranteed. If travelers have enrolled in multiple programs please only add one of the enrollment numbers in this field. If this field does not apply please leave blank.

– Known Traveler Number

[Save >](#)

**DHS TRAVELER REDRESS NUMBER**

People who have been repeatedly identified for additional screening can file an inquiry to have erroneous information corrected in the Dept of Homeland Security systems and may request resolution through the TRIP program. This process will issue a Redress Control Number, which can be transmitted to the TSA during booking and may help resolve travel challenges and can be entered in this space.

– DHS Traveler Redress Number

– Place of Issue

– Date of Issue

– Redress Number valid for travel in U.S.

– Place of Birth

[Save >](#)

