

QUICK REFERENCE GUIDE

How do I login to Altius Online?

URL:

Enter: Company Name

Enter: Member ID

Enter: Password

Click on **LOGIN**

Note: Your login credentials will be provided by your Travel Advisor or Online Administrator

How do I reset my password?

Login to Altius Online:

Select **PROFILE** from the **MAIN MENU**

Select **CHANGE PASSWORD** from the sub-menu items

Enter your current password and then enter your new password and validate your new password

Click **SAVE**

How do I assign my Travel Planner?

Login to Altius Online:

Select **PROFILE** from the **MAIN MENU**

Select **TRAVEL PLANNER** from the sub-menu items

Select the link for **ADD NEW TRAVEL PLANNER** (you may enter up to five Travel Planner Member ID's at a time)

There is no limit on how many total Travel Planners are entered.

Click **SAVE**

How do I update my Travel Preferences within my Profile?

Login to Altius Online:

Select **PROFILE** from the **MAIN MENU**

Select **TRAVEL PREFERENCES** from the sub-menu items

Select from the various **TRAVEL PREFERENCE** options you have available

Click to **SAVE**

OR

Save your Travel Preferences for a single trip!

Login to Altius Online

On the **HOME SCREEN** choose any of the **TRAVEL PREFERENCE** options to apply to the single trip you are booking

SAVE is not necessary here as the selection is only for the single booking

How do I book a Trip?

Login in to Altius Online

Select the appropriate travel button for **ONE WAY**, **ROUNDTRIP** or **MULTI CITIES**

Enter the **AIRPORT** or **CITY** names for your trip

Select the **DATE** and **TIME** for your trip

Choose to add Car and/or Hotel to your search options.

Select to search by **PRICE** or by **SCHEDULES**

Click **SEARCH**

Note: Car and Hotel searches can be customized by un-checking the based on AIR SEARCH CRITERIA box, if you like.

Complete Options or Leg by Leg?

Complete priced itinerary options are available via the **AIR MATRIX**, to add to your **SHOPPING CART**

Alternately, you may choose to build your own priced itinerary via the **LEG BY LEG** tab options

Choose the **ADD TO CART** button or build your own itinerary.

Choose to select for your **CAR OPTION** (if applicable)

Choose to display room rates for your **HOTEL OPTION** (if applicable)

Review your itinerary choices in your **SHOPPING CART**

Click to **RESERVE** or **PURCHASE**

Note: In the SHOPPING CART, if you are not ready to reserve or purchase, you may choose to SAVE RESEARCH. This option does not hold space or create a reservation, it simply saves your search criteria so that you can return at a later time to complete the reservation.

How do I display a trip?

Login to Altius Online

Select **ACCESS A TRIP** from the TRAVEL MENU

Select **VIEW** from the **PENDING TRIPS LIST** next to the trip you wish to display

How do I cancel a trip?

Login to Altius Online

Select **ACCESS A TRIP** from the TRAVEL MENU

Select to **CANCEL** from the **PENDING TRIPS LIST** next to the trip you wish to cancel

*Penalties may apply

Note: You cannot make modifications to your trip once you have booked it. In order to modify your trip, call your Altius by TTI Travel Advisor.

****Penalties may apply.***
