
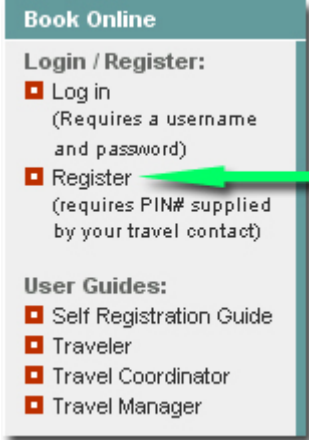





1. Go to **WSU's State of Washington Travel Center** home page: www.azumano.com/watavelonline/wsu.
2. Click on **Register** (under the Book Online section )




3. In Company Name box enter exactly like this: **State of Washington**.
4. Enter the **PIN #** which has been assigned to your agency/organization: _____

5. Registration Form will display. Only one name can be registered 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 8 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 8-11.**

8. **Login to Travelport as that Managed Traveler** using the traveler's User ID and password. Move through the prompts re terms/conditions and simply repeat the same password information. Then "Go".

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 Travel Coordinator**". When you see the alphabet, click on the first letter of the **last name of the correct Travel Coordinator**. **Highlight** the TC's name. It will transfer to the box labeled "My Travel Coordinators". Click "**Save**" and logout of Travelport.

11. The next time the Travel Coordinator logs-in to Travelport (as themselves), and goes to the **Travel Coordinator Administration** page, they will click on the "**Approvals**" tab. The traveler names assigned in steps 8,9,10 will appear in a window labeled "Pending my Approval". **Highlight a name and click "Approve Traveler". Click "Save". Repeat "Approve" and "Save" steps for each name.**

12. 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.

13. A Travel Coordinator may wish to **store a CTA number in the Profile of a Managed Traveler**. Once stored, the credit card number will appear as asterisks plus 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 the card as default payment for Air. 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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