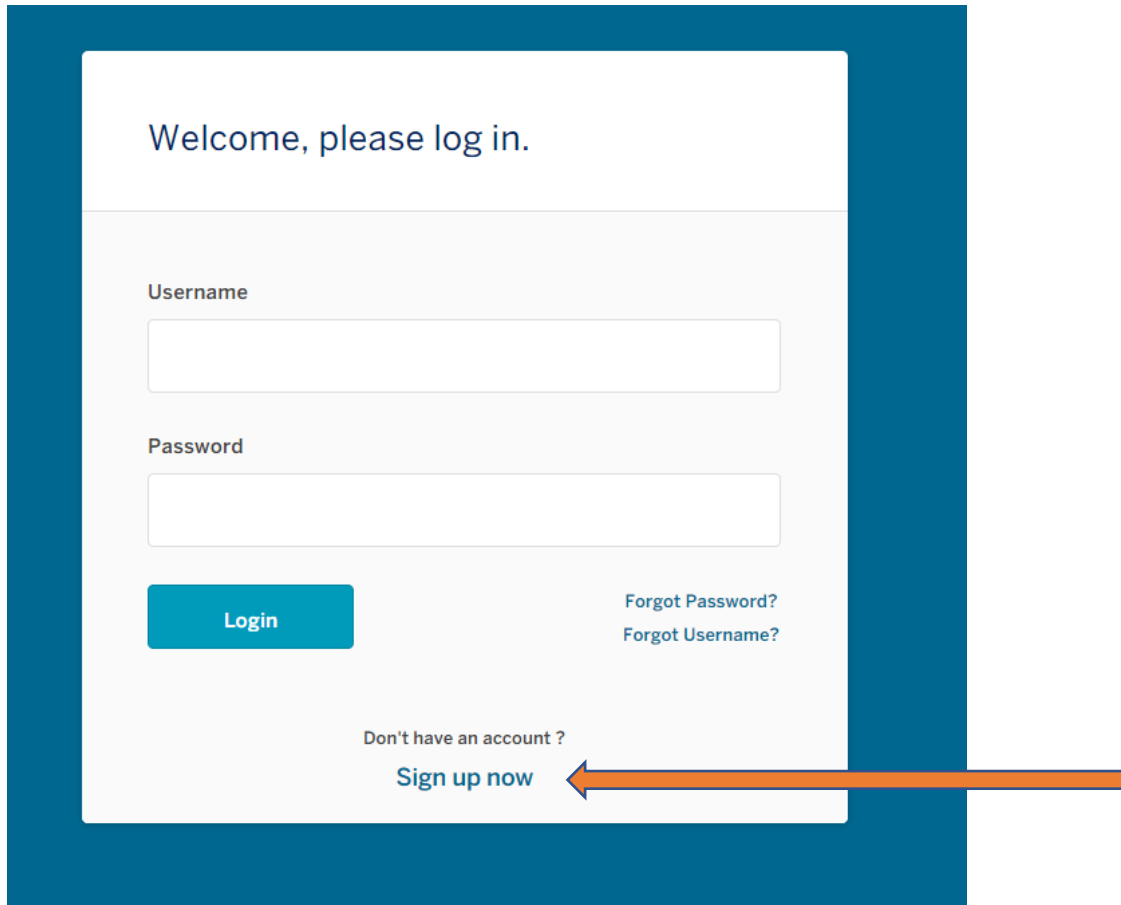


Creating a Profile

Step 1: Please click 'Sign up Now' button



Welcome, please log in.

Username

Password

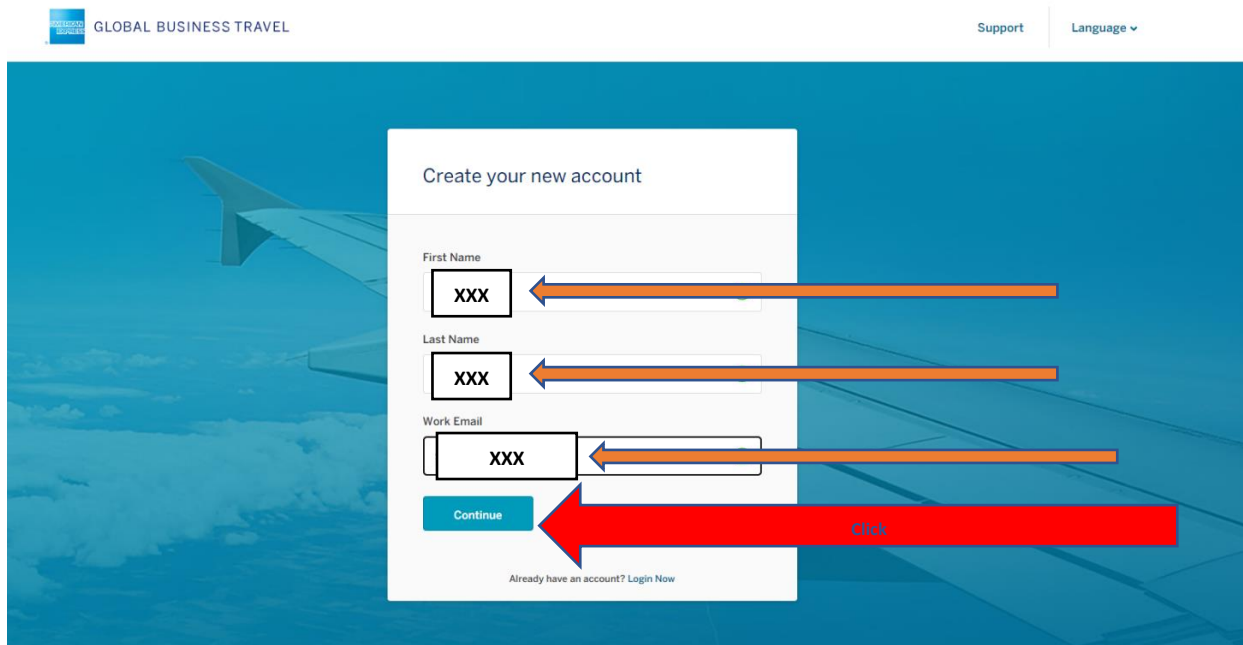
Login

Forgot Password?
Forgot Username?

Don't have an account ?
[Sign up now](#)

An orange arrow points from the right side of the image to the 'Sign up now' link.

Step 2: Create your new account and click Continue



GLOBAL BUSINESS TRAVEL

Support | Language ▾

Create your new account

First Name

Last Name

Work Email

Continue

Already have an account? Login Now

Three orange arrows point from the right to the 'First Name', 'Last Name', and 'Work Email' input fields. A red arrow points from the right to the 'Continue' button.

Step 3: Please complete your information

Please complete your information

Username

 ✓

- ✓ No special characters or spaces
- ✓ Must be 5 - 25 characters
- ✓ Username available

Password

 ✓

- ✓ Use at least one number
- ✓ Use at least one letter
- ✓ Use at least one special character and no spaces
- ✓ Must be 8 - 20 characters

Confirm Password

 ✓

We'd like to be on a first name basis.
Whenever you call us from a number we recognize, we can automatically pull up your account to serve you quicker. Don't worry, we won't call you directly unless you want us to.

Mobile (Cell)

+82 ✓


Business

+82 ✓

Other (Home)

+1

I agree to the [Terms of Service](#) and understand that these services are subject to the [Privacy Statement](#).



Step 4: Please check your email and click on the link in the email to complete your registration.

If you do not see an email in your inbox, please check your spam folder or contact support

An email was sent to you for verification

- Please click on the link in the email to complete your registration.
- If you do not see an email in your inbox, please check your spam folder or [contact support](#).
- The link is valid for 48 hours.

Please close this window.

Step 5: Please log in

Welcome, please log in.

Username

Password


[Forgot Password?](#)

[Forgot Username?](#)

[Login](#)

Don't have an account ?

[Sign up now](#)



Step 6: Please complete your profile as shown below

Company Information

Please select Dept. of Eco...

Please select US

Country of Employment: United States

Please select your department below: Dept. of Economic and Social Affairs

Please provide your Index Number (if less than 12...): 00000123456

Please add zeros and UN index # provided by our office. It should add up to 12 digits.

Traveler ID: Non-Staffer

Please select non-Staffer

Traveler Information

18/58 A combination of traveler name fields (Title, First, Middle and Last) cannot exceed a total of 58 characters. If the total exceeds, please update accordingly, noting that title and middle name are not required. Name fields must match what is used on your Government issued ID.

Title/Salutation: Ms

First Name: XXX

Middle Name:

Last Name: XXX

Name Suffix:

Preferred Language

Preferred Language: English

Global Identification Requirements

Date of Birth: XXX

Gender: Female

Citizenship: XXX

Address 1 1 item(s) remaining

ADD REMOVE

Type: Business

Address Line 1: XXX

Address Line 2: XXX

Country: XXX


City: XXX

State/Province/County: XXX

ZIP/Postal Code: XXX

Please select country

After completing profile click Save

Pending changes... CANCEL SAVE 

Email Address 1 1 item(s) remaining

ADD REMOVE

Email Type: Business

Email Address: XXX

Phone 1 2 item(s) remaining

ADD REMOVE

11/15 A combination of Country Code and Phone Number fields cannot exceed 15 characters, but minimum number of characters is 5.

Phone Type: Business

Country Code: 82

Phone Number: XXX

Phone 2

ADD REMOVE

12/15 A combination of Country Code and Phone Number fields cannot exceed 15 characters, but minimum number of characters is 5.

Phone Type: Mobile

Country Code: 82

Phone Number: XXX

Emergency Contact

First Name: 0/100

Last Name: 0/100

Phone Number: 0/32

Step 7: Then click 'Travel Document' and complete your travel document and click save

The screenshot displays a user interface for managing travel documents. At the top, a blue header bar contains a 'Pending changes...' notification, a 'CANCEL' button, and a 'SAVE' button. Below the header, a dark blue navigation bar shows 'HOME', 'WELCOME, CAROLIT SALVACION', and 'LANGUAGE'. A left-hand navigation menu includes 'Traveler Information', 'Travel Documents' (highlighted with a red arrow labeled '1'), 'Settings', 'Charge Cards', 'Travel Arrangers', 'Travelers', 'Air Preferences', 'Car Preferences', 'Hotel Preferences', and 'Rail Preferences'. The main content area is titled 'Travel Document 1' with '12 item(s) remaining' and includes 'ADD' and 'REMOVE' buttons. The form fields are as follows:

- Document Type: Passport
- Nationality Country: XXX
- ID Number: XXX (9/20)
- Issue Country: Philippines
- Issue Date: XXX
- Expiration Date: XXX
- Title/Salutation: Ms
- First Name: Carolit (7/30)
- Middle Name: (0/30)
- Last Name: Salvacion (9/30)

A note below the form states: "Please add your passport information. This will allow for easier international travel and eliminate potential ticketing delays. You can add 13 Travel Documents: 1 Brazilian CPF Number, 1 Brazilian RG Number, 1 National ID, 2 Passports and 8 Business Visas." Below this is the 'United States TSA Information' section with fields for 'Redress Number' (0/13) and 'Known Traveler Number' (0/25). A 'TSA INFORMATION' link is at the bottom.

Red arrows indicate key actions: arrow 1 points to the 'Travel Documents' menu item, arrow 2 points to the 'Last Name' field, and arrow 3 points to the 'SAVE' button.

Step 8: Click setting and check Email and save

The screenshot shows a user profile settings page. At the top, there is a blue header with a 'Pending changes...' indicator, a 'CANCEL' button, and a 'SAVE' button. Below the header is a dark blue navigation bar with 'HOME', 'WELCOME, CAROLIT SALVACION', and 'LANGUAGE'. A left sidebar contains a list of settings categories: 'Traveler Information', 'Travel Documents', 'Settings' (highlighted with a red arrow labeled '1'), 'Charge Cards', 'Travel Arrangers', 'Travelers', 'Air Preferences', 'Car Preferences', 'Hotel Preferences', and 'Rail Preferences'. The main content area is titled 'Self Designation' and includes sections for 'Travel Arranger Self Designation', 'Notifications', 'Communication Channels', and 'Preferred Contact Method'. The 'Communication Channels' section shows an 'Email Type' dropdown set to 'Business' with the email address 'salvacionc@gmail.com'. The 'Preferred Notification Types' section has three radio buttons, with 'Travel Arranger Self Designation' selected. The 'Preferred Contact Method' section asks how to contact the user and has four options: 'GBT Mobile App', 'Email' (checked with a red arrow labeled '2'), 'SMS / Text Message', and 'Contact my Travel Arranger / Executive Assistant'. A note at the bottom states: '*Contact my Travel Arranger / Executive Assistant' option can be selected only if travel arrangers are designated. At the top right of the page, there is a 'SAVE' button with a red arrow labeled '3' pointing to it.