



TANGERINE ONLINE Detailed Booking Guide

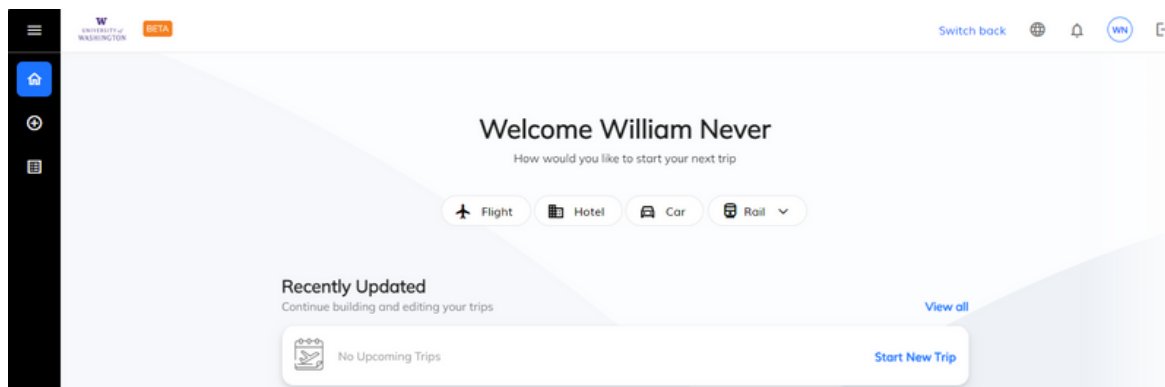
GETTING STARTED - REQUEST LOGIN CREDENTIALS AND CREATE YOUR TRAVELER PROFILE

Access [Request Credentials](#) form and *Submit*

- User name and login link will be sent via welcome email within 2 days
 - **NOTE:** Email will arrive from “notification@gtp-marketplace.com.” Please check Other or Junk Folder
- You will be prompted to change your first-time password
- Once you have your login credentials and your profile has been created, you may begin booking travel online or simply manage your travel profile

UPDATE YOUR TRAVEL PROFILE

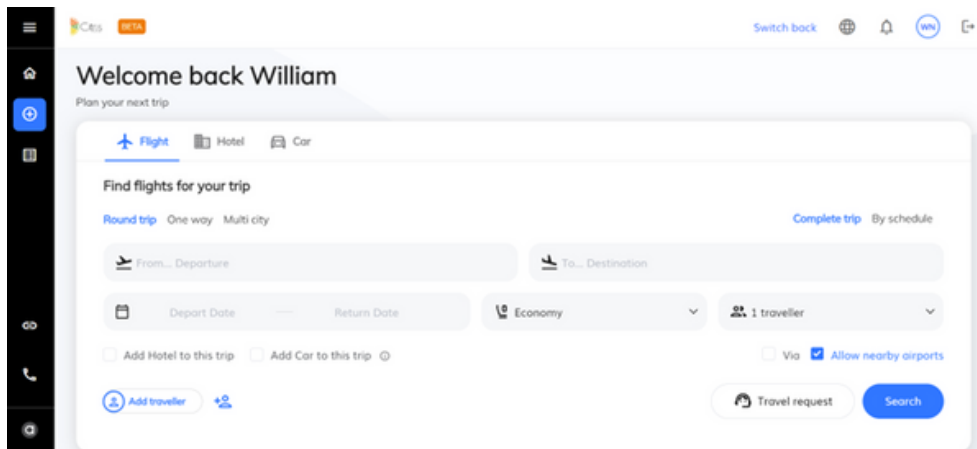
- Go to <https://www.atriis.app/signin>, enter your User Name (email) and password and login
- You will be prompted to update your profile if required fields are missing



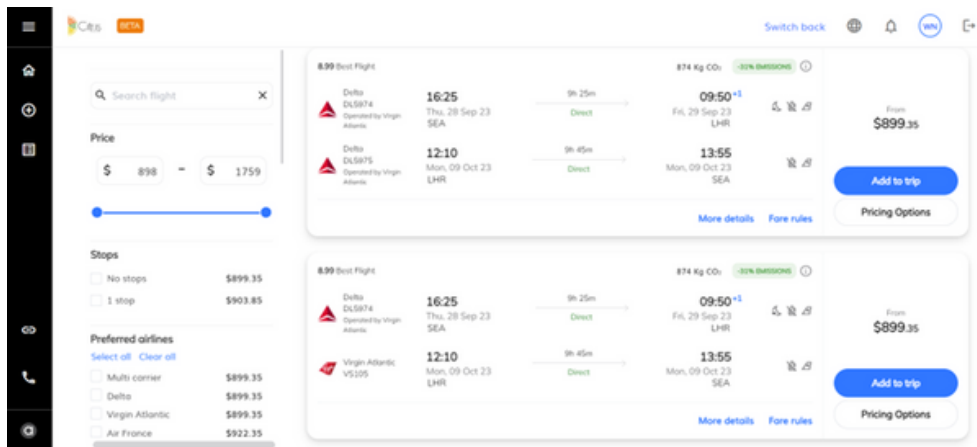
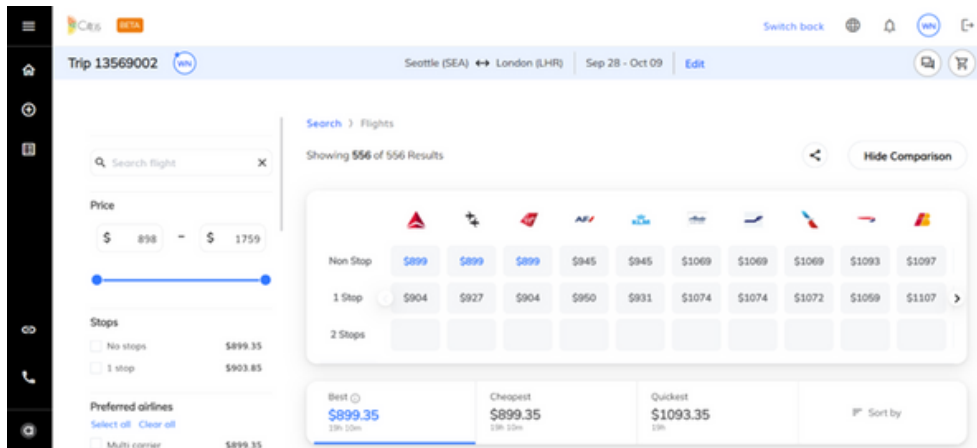
- Select User Icon at the top right corner of the Home Page and Profile Settings
- Add required information and any additional information you'd like such as Frequent Flyer numbers and seat preferences and save it.

BOOK YOUR TRAVEL

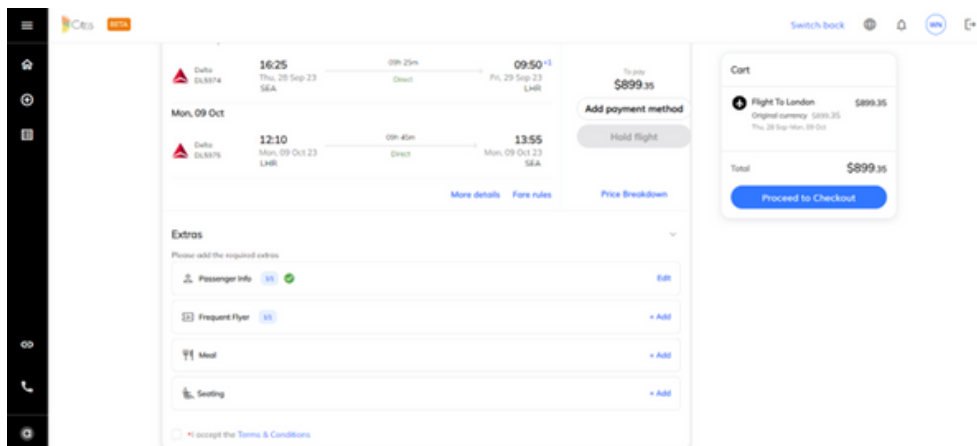
- Select Start a New Trip on the Home Page
- Choose Air, Hotel, or Car and enter search parameters



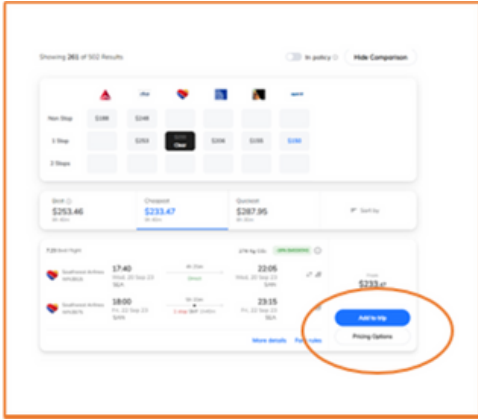
- Filter search results by selecting options in the filters bar



- Add 'Extras' including Passenger Info, Frequent Flyer numbers not already in profile, Meal and Seat preferences



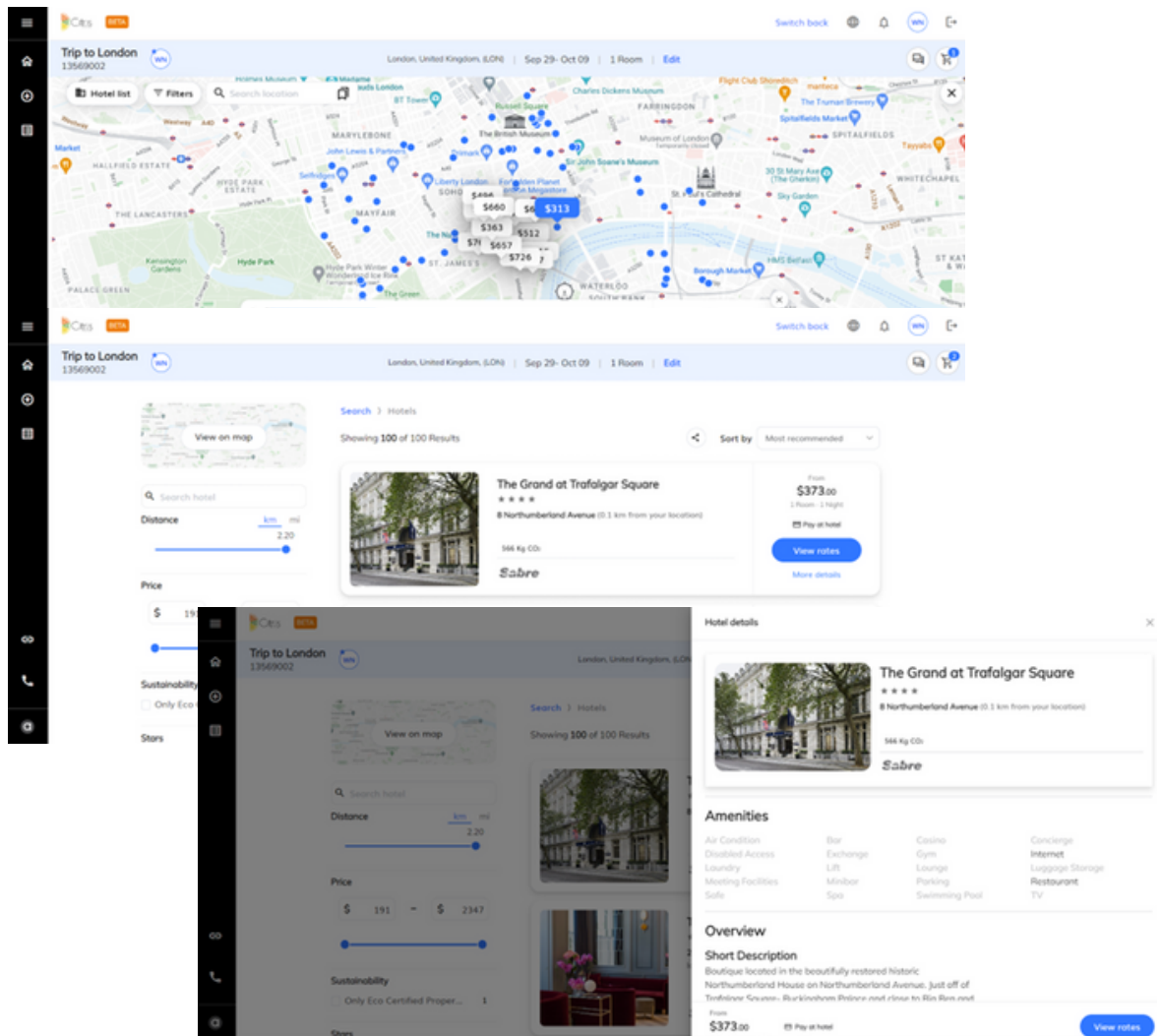
- Add to Trip

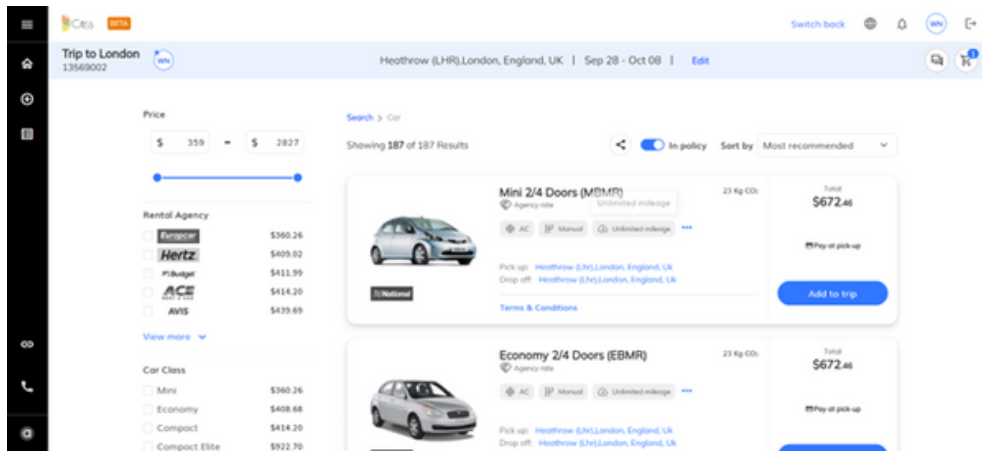


- Accept Terms & Conditions for each booking segment and Proceed to Checkout

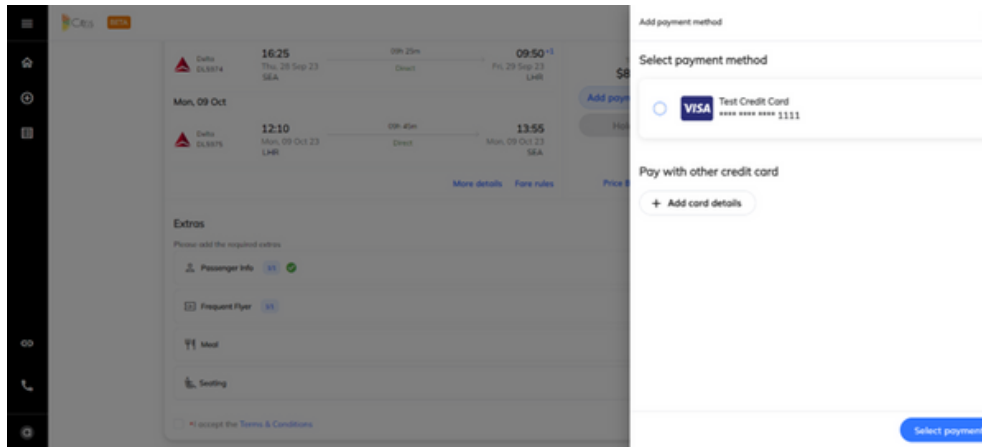
*I accept the [Terms & Conditions](#)

- Add Hotel and Car

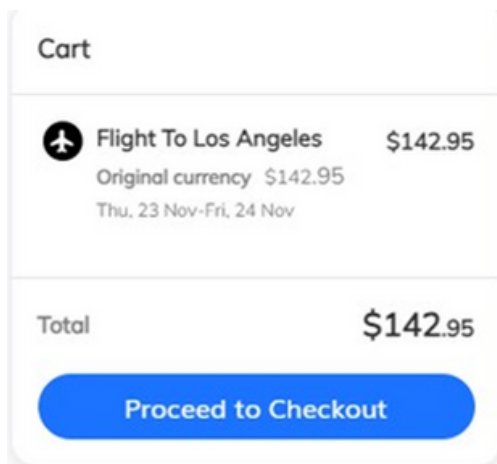




- Add Payment Method



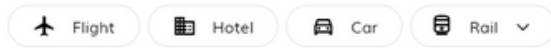
- Proceed to Checkout



SHARE YOUR TRIP DETAILS

Trip overview

Add more services



Search user by name, tag or group

William Never

Subject

Share quotes for William m Never Wed,13 Dec 2023 - Thu,14 Dec 2023

Message (Optional)

Add message

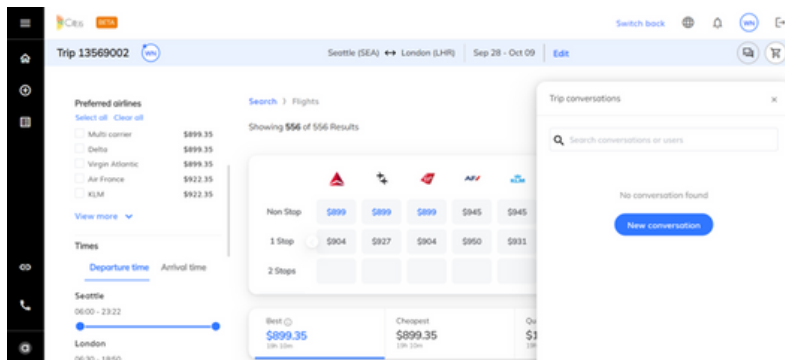
Include in price offer

Summary Detailed Both

Remove headers



NEED HELP?



Need UW Booking Tool assistance?

Please email our Help Desk at onlinesupport@tangerinetravel.com (M-F 8am to 5pm)



Tangerine Travel, Ltd.

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www.tangerinetravel.com

For reservations: anytime – 24/7 service via phone
1-800-678-8202

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