

Uniglobe.

Gemini Travel

NEW STARTER TRAVEL ACCOUNT SET UP

Hi there,

Welcome to Uniglobe Gemini Travel!

We are excited to be your Corporate Travel Provider and look forward to working with you. To get you started with setting up your travel profile, please follow these steps:

1

Email from Umbrella: You will shortly receive an email from a company called Umbrella, which is our profile management system. Please note this link is only live for 24 hours, so check your spam/junk mail if not received. Your travel profile can be updated anytime using these login details created on the next step, and all your information will pull through to the booking tool.

2

Access Setup: Click 'Forgot my password' to create a new password. Use your email address as your username, the password you created and enter the agency code 'UniglobeGemini'. After reading the GDPR information, tick the small box at the bottom left, then press OK to complete the process. (Please note you must scroll to the bottom to proceed.)

3

Update Your Profile: Fill in relevant information, including your mobile phone number and passport details. Ensure your name is correctly spelt as per your passport (first and last names only). Please ignore the credit card and booker/approver sections.

4

New Travel Booking Portal: Shortly after updating your profile, you'll receive an email from Atriis with your login details for the new booking portal. Follow the email instructions to set up your access. Atriis will be used for all your bookings, so please bookmark the website for easy access.

[Click here to view the User Travel Guide](#)

[Click here to view Video Guides for Atriis](#)

We are here to ensure a smooth transition for you. If you have any questions while familiarising yourself with the portal, please reach out to us at res@uniglobegemini.co.uk or on +44 (0)1784254850

Kind regards,

The Uniglobe Gemini Travel Team

