

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.

[Click here to view video guides and download the user guide for Atriis](#)

Now that your travel profile has been completed, we are ready to assist you with your bookings. please reach out to us at res@uniglobegemini.co.uk or on **+44 (0)1784254850**

Kind regards,

The Uniglobe Gemini Travel Team

