



atriis

SETTING UP YOUR TRAVELLER PROFILE

A step-by-step guide to Atriis, your online booking tool



Before you begin

Setting up your profile takes about five minutes. A complete profile means faster bookings, fewer errors, and airlines and hotels holding exactly the right details for you.

HAVE THESE TO HAND

- Your passport
- Your mobile number
- Any frequent flyer or loyalty numbers

WHAT WE WILL COVER

- Your welcome email
- Set your password
- Log in to Atriis
- Open your profile
- Complete each section of your profile

You do not need to enter any card details. Please leave the Form of Payment tab blank — your company account is already set up with us.

1 Your welcome email

You will receive an email from Atriis titled "Welcome to Uniglobe Travel Booking Portal". It confirms the username we have set up for you.

Click "Click here to get started" to begin.

Not arrived? Check your spam or junk folder before contacting us.

Welcome to Uniglobe Travel Booking Portal



notification@atriis.com
To Sample Traveller

If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

UniglobeTravel

Welcome to Uniglobe Travel Booking Portal

Dear Sample Traveller,

Hello and welcome to Uniglobe Travel Booking Portal! We are happy you have joined

Your user name is : [firstname.lastname@company.com](#)

[Click here to get started](#)

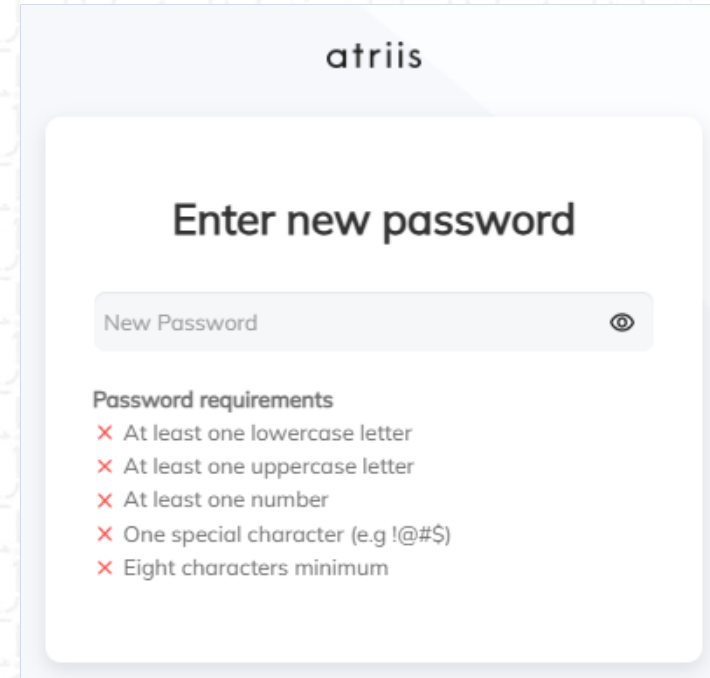
2

Set your password

Create a password for your account. It must include at least one lowercase letter, one uppercase letter, one number and one special character, and be at least eight characters long.

Every requirement must be met before you can continue.

Your password is personal to you. Please do not share it with colleagues.



The screenshot shows a web interface for 'atriis'. At the top, the title 'Enter new password' is displayed. Below it is a text input field labeled 'New Password' with a toggle icon on the right. Underneath the input field, a section titled 'Password requirements' lists five criteria, each preceded by a red 'X' icon, indicating they are not yet met: 'At least one lowercase letter', 'At least one uppercase letter', 'At least one number', 'One special character (e.g !@#\$', and 'Eight characters minimum'.

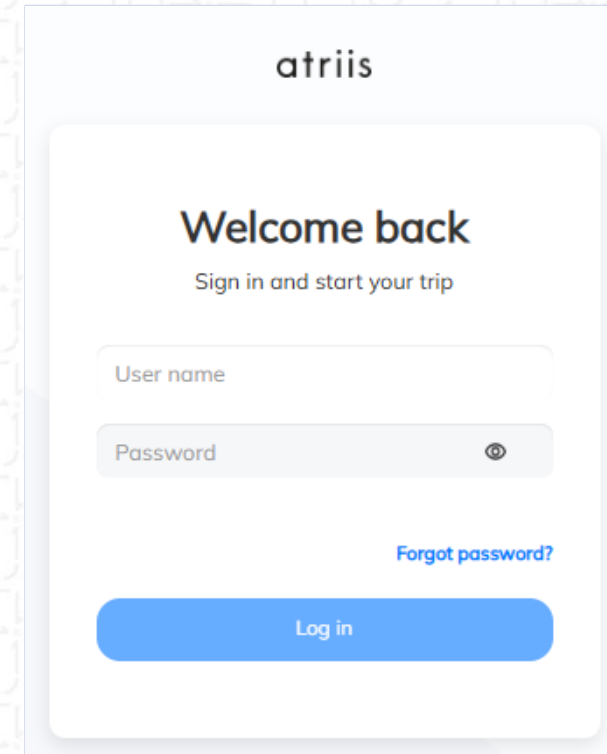
3

Log in to Atriis

Sign in using your email address as your username, together with the password you have just created.

Atriis is used for all of your bookings, so please bookmark this page for easy access.

If your company uses single sign-on, you will not have set a password — sign in with your usual company login instead.

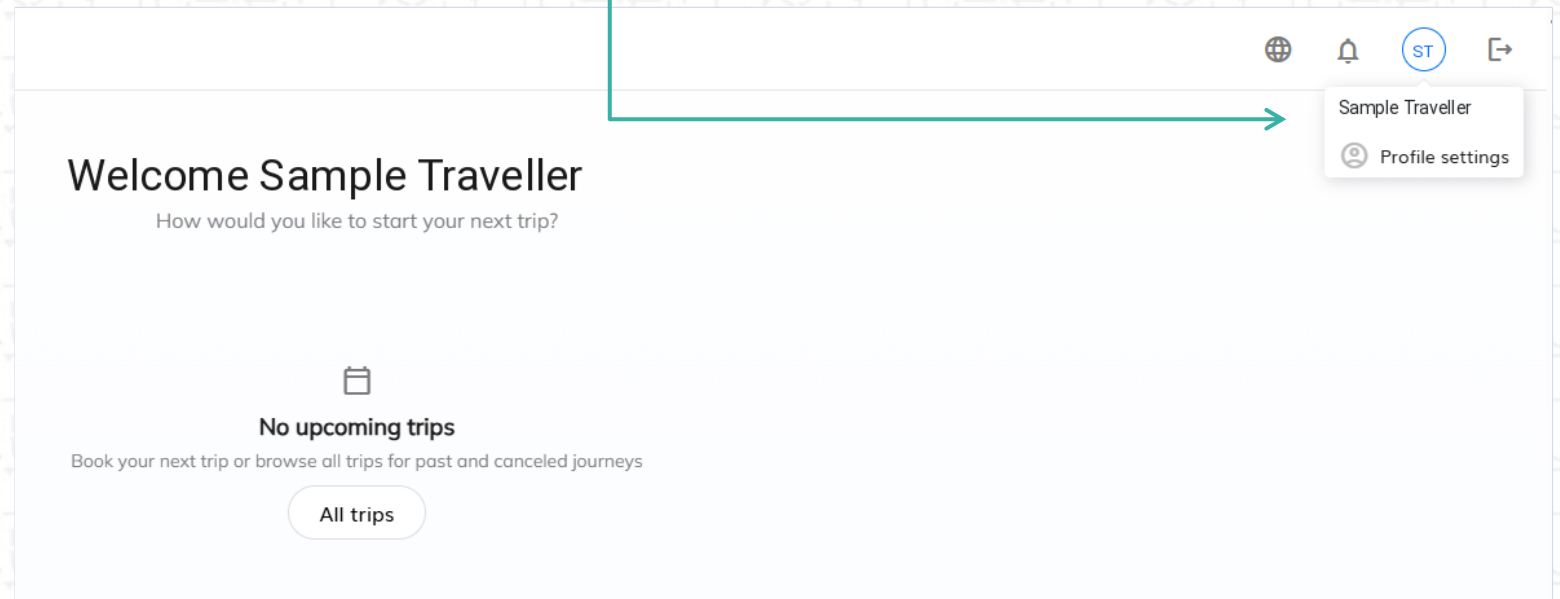
The image shows a login interface for 'atriis'. At the top, the word 'atriis' is displayed in a bold, lowercase font. Below it, the text 'Welcome back' is shown in a large, bold font, followed by 'Sign in and start your trip' in a smaller font. There are two input fields: 'User name' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields, there is a link that says 'Forgot password?'. At the bottom, there is a blue button with the text 'Log in' in white.

4 Open your profile

Click your initials in the top right-hand corner of the screen, then choose "Profile settings".

Your profile is split into tabs across the top. Work through them in order, saving as you go.

You can return here at any time to update your details.



5

Personal details

Check that your first and last names are spelt exactly as they appear on your passport, and add your date of birth.

Your email address and username are set by us and cannot be changed. Click "Save Personal Details".

If your company uses an approval process, you can nominate a backup approver here for when you are out of the office.

Sample Traveller

Your profile settings

Personal Details

Contact Information

Passports and Visas

Frequent Programs

Travel Preferences

Form of Payment

ST

[Change image](#)
Recommended size 80x80 px

Title

Mr. ▾

* First Name

Sample

Middle Name

Middle Name

* Last Name

Traveller

Gender

Male ▾

Birth Date

DD MMM YYYY

Traveller type

Adult (Ages 18+) ▾

Nationality

Nationality ▾

* Email

firstname.lastname@company.com

CC Email

Enter email address

Username

firstname.lastname@company.com

User group

Your Company

* Default language for emails

English ▾

* Display currency

British pound ▾

Time format

☒ 24 Hours
☐ 12 Hours

First day

☒ Sunday
☐ Monday

Out of office

☐ I'm now out of office

Backup approver

Select ▾

Save Personal Details

6

Contact information

Add your mobile number. This is the number airlines will use to reach you, so please make sure it is correct.

We also recommend adding an emergency contact. Click "Save Contact Information".

Please include your country code so we can reach you while you are travelling.

Sample Traveller

Your profile settings

Personal Details

Contact Information

Passports and Visas

Frequent Programs

Travel Preferences

Form of Payment

Mobile

Business phone

Fax

Home phone

+00

▼

Area

Phone number

+00

▼

Area

Phone number

+00

▼

Area

Phone number

+00

▼

Area

Phone number

Emergency contact

Name

Email

Mobile

+00

▼

Area

Phone number

Business address

Address

City

ZIP code / Post code

Country

Select

▼

Personal address

Address

City

ZIP code / Post code

Country

Select

▼

Save Contact Information

7 Passports and visas

Click "Add new passport", then enter your passport number, place of issue, nationality, date of issue and expiry date. Tick "Use as primary passport".

If you hold a visa, add it here too. Click "Save Passports and Visas".

Required for international travel. Please keep your expiry date up to date.

Sample Traveller

Your profile settings

Personal Details

Contact Information

Passports and Visas

Frequent Programs

Travel Preferences

Form of Payment

Passport

[Add new passport](#)

* Passport number

Passport number

* Issue at

Select

* Nationality

Select

* Valid until

DD MMM YYYY

* Date of issue

DD MMM YYYY

☐ Use as primary passport

[Add new visa](#)

Additional

Known traveller ⓘ

Known traveller

Redress number ⓘ

Redress number

Applicable country ⓘ

Select

Save Passports and Visas

8

Loyalty programmes

Add your airline, hotel, car hire and rail memberships so your numbers are applied automatically to every booking.

Click "Save Frequent Programs" when you are done.

Once saved, your membership numbers are applied to every future booking without you having to enter them again.

Sample Traveller

Your profile settings

Personal Details

Contact Information

Passports and Visas

Frequent Programs

Travel Preferences

Form of Payment

Frequent Flyer program

Add Frequent Flyer

Add external login

Travel pass number (TPC)

Hotel loyalty program

Add hotel loyalty program

☐ Special hotel rate

Other programs

Add car loyalty program

Add rail loyalty program

Add BahnCard loyalty program

Save Frequent Programs

9

Travel preferences

Tell us how you like to travel: preferred airline, cabin class, seat and meal type, home airport, hotel room and bed type, and car preferences.

Click "Save Travel Preferences".

We apply your preferences wherever they are available and within your company travel policy.

Sample Traveller

Your profile settings

Personal Details

Contact Information

Passports and Visas

Frequent Programs

Travel Preferences

Form of Payment

Flight preference

Preferred airline carrier

Select

▼

Non preferred airline carrier

Select

▼

Class

Select

▼

Meal type

Select

▼

Seat type

No preference

▼

Home airport

Enter airport location

Additional flight information

Additional seat information

Hotel preference

Non preferred hotel vendor

Select

▼

Additional hotel information

Hotel room type

Select

▼

Hotel bed type

Select

▼

Car preference

Preferred car vendor

Select

▼

Non preferred car vendor

Select

▼

Car type

Select

▼

Car transmission

Select

▼

Save Travel Preferences

You are all set

Your details will now pull through automatically every time you book, and you can update your profile at any time from the same screen.

Any questions?

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Uniglobe®
Gemini Travel

