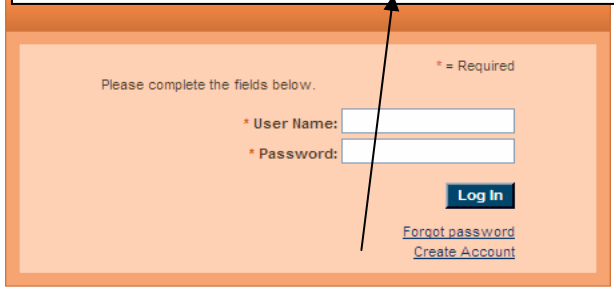


# Creating a TAL Traveler Profile

1. Select "Create Account" on the Login Page



Please complete the fields below. \* = Required

\* User Name:

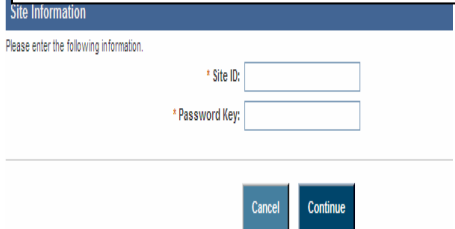
\* Password:

[Log In](#)

[Forgot password](#)

[Create Account](#)

2. Enter your Site ID and Password Key provided by the TAL Administrator.



Site Information

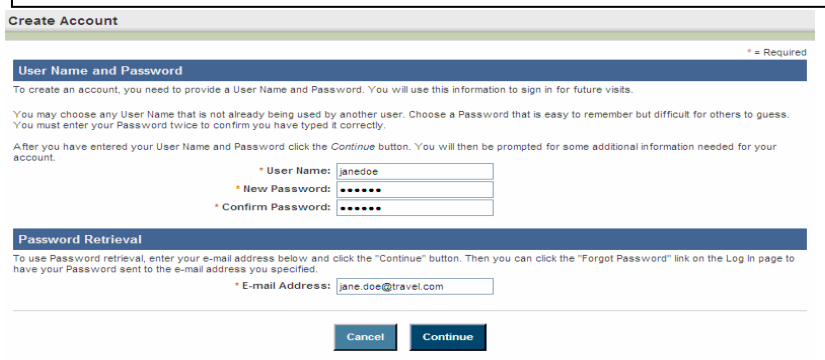
Please enter the following information.

\* Site ID:

\* Password Key:

[Cancel](#) [Continue](#)

3. Create a unique User Name and Password, enter your Email Address and Continue



Create Account \* = Required

**User Name and Password**

To create an account, you need to provide a User Name and Password. You will use this information to sign in for future visits.

You may choose any User Name that is not already being used by another user. Choose a Password that is easy to remember but difficult for others to guess. You must enter your Password twice to confirm you have typed it correctly.

After you have entered your User Name and Password click the Continue button. You will then be prompted for some additional information needed for your account.

\* User Name:

\* New Password:

\* Confirm Password:

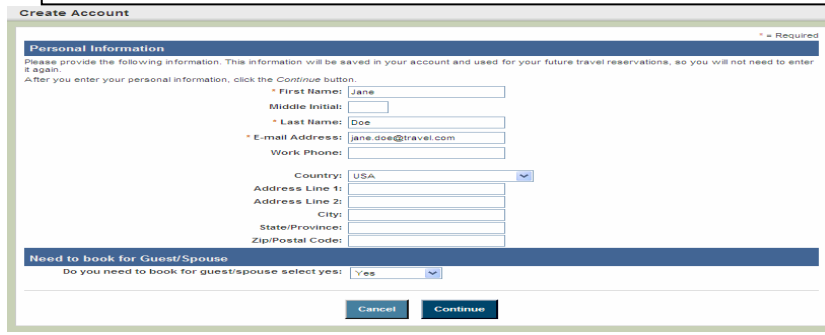
**Password Retrieval**

To use Password retrieval, enter your e-mail address below, and click the "Continue" button. Then you can click the "Forgot Password" link on the Log In page to have your Password sent to the e-mail address you specified.

\* E-mail Address:

[Cancel](#) [Continue](#)

4. Enter the complete Name on your travel documentation and Addresses. Select to Book Travel for Others, if needed and Continue.



Create Account \* = Required

**Personal Information**

Please provide the following information. This information will be saved in your account and used for your future travel reservations, so you will not need to enter it again. After you enter your personal information, click the Continue button.

\* First Name:

Middle Initial:

\* Last Name:

\* E-mail Address:

Work Phone:

Country:

Address Line 1:

Address Line 2:

City:

State/Province:

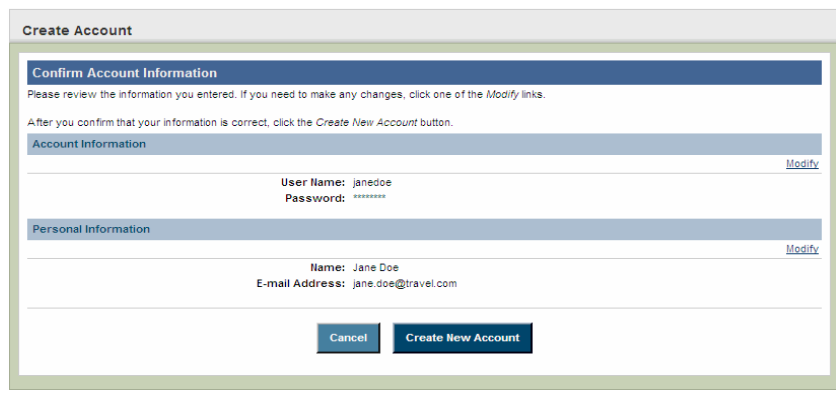
Zip/Postal Code:

**Need to book for Guest/Spouse**

Do you need to book for guest/spouse select yes:

[Cancel](#) [Continue](#)

5. Make any modifications needed, then "Create New Account" to begin making travel reservations.



Create Account

**Confirm Account Information**

Please review the information you entered. If you need to make any changes, click one of the Modify links.

After you confirm that your information is correct, click the Create New Account button.

**Account Information**

User Name: janedoe [Modify](#)

Password: \*\*\*\*\*

**Personal Information**

Name: Jane Doe [Modify](#)

E-mail Address: jane.doe@travel.com

[Cancel](#) [Create New Account](#)

**NOTE:**

- To expedite the booking process add your frequent traveler numbers and personal preferences under "Profile". These will then be added to all reservations.
- "Book for Guest" under Agency Tools, will be available on your next login to wcp.getthere.net/taltravel. Use this link to book traveler for others.

## Creating a TALI Traveler Profile