

## REGISTER YOUR PROFILE WITH MYTRIPS

Dear travelers,

When you book a trip, please enter your trip details into the International SOS MyTrips tool or forward your itinerary confirmation email to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com) mailbox. This will help our organization confirm your location during a crisis and provide you with appropriate support.

When you book a trip through an online booking tool or other source (i.e. an airline, a hotel, or a convention bureau), you would normally receive a confirmation email. Please make sure to save those emails in your records so you can easily forward them to the MyTrips tool.

### Before your next trip please take the following steps:

- Register with International SOS' MyTrips tool by clicking on this link:  
<https://MyTrips.travelsecurity.com/Login.aspx?ci=CbNCoX2xYLc%3d>
- Create a user account by clicking on **New User? Register here link.**



- If you choose to forward your itinerary confirmation email to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com) mailbox, please **set up your MyTrips username by using the same email address where you normally receive the trip confirmation emails.** After the one-time registration with MyTrips you can start forwarding the confirmation emails directly to the above mailbox.

**Note:** If you already have a MyTrips account under a different email address, you can create a new MyTrips account by using the correct email address as your username.

- Once you create your account, log in to MyTrips and fill out your profile details. Provide your personal email address, organization email address and phone numbers, so that we can reach you during an emergency situation.



### Things you should note:

- The preferred language for the confirmation email is English. Other languages are available on a case-by-case basis.
- Only flight, hotel and car rental bookings can be forwarded to the mailbox. Train bookings are not supported at this time.
- You should forward the original confirmation email without making any changes to the email. If you change the original email content or format, the trip details will not get processed. As an example, if you

receive two separate confirmation emails for two different trips, you should forward each original confirmation email to the mailbox separately.

- If the confirmation email includes a PDF document, please include the PDF document when forwarding the confirmation email.
- Whenever you forward an itinerary confirmation email to the mailbox, you will receive an automated email from MyTrips with the processing status. You can always log in to your MyTrips account to view or edit the trip details. The trips will be labeled as “Forwarded Itinerary”.



Trips or PIR	Record Locator	Status	Start Date	End Date	Created By	Remove
452042	SSRMPF	Active	16 Nov 2015	17 Nov 2015	Forwarded Itinerary	

- If you make a change to the itinerary, please forward the latest version of the itinerary confirmation email to the mailbox.
- If you canceled the trip through the vendor, please log in to MyTrips and remove the trip from the trip list.
- For any questions or feedback about your trips in your MyTrips account, please use the Feedback link within the tool.

Attached you can find a MyTrips user guide for additional information or view the video tutorial:

[http://videos.internationalosos.com/00AD72/eCMS/PRD/Videos/Portals/My Trips Demo.mp4](http://videos.internationalosos.com/00AD72/eCMS/PRD/Videos/Portals/My%20Trips%20Demo.mp4)

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If you have any difficulties with the login, please contact [onlinehelp@internationalosos.com](mailto:onlinehelp@internationalosos.com).