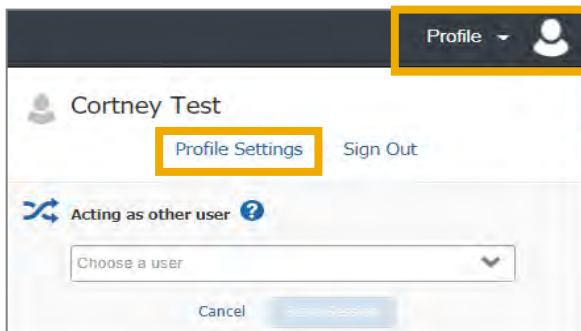


## What is a Travel Assistant?

A Traveler can assign a Travel Assistant (Arranger) to manage their travel activities including, booking, canceling, and changing trip information. A Traveler can choose an arranger in the Profile section.

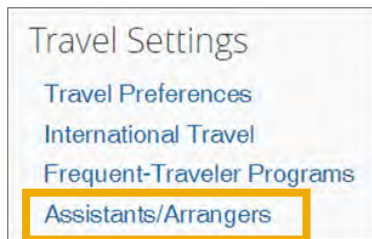
Follow these steps to create a Travel Assistant:

1. Click the **Profile** link.
2. Click the **Profile Settings** link.

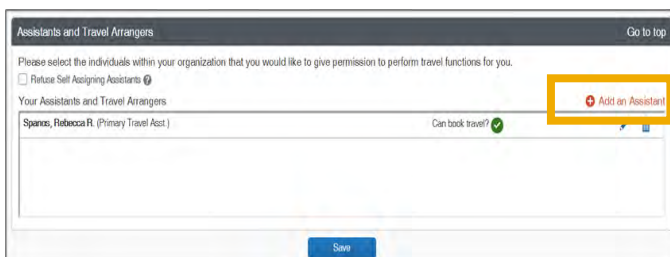


**Result:** You will be directed to the Profile Options page.

3. In the Travel Settings section, click the Assistants/Arrangers link.

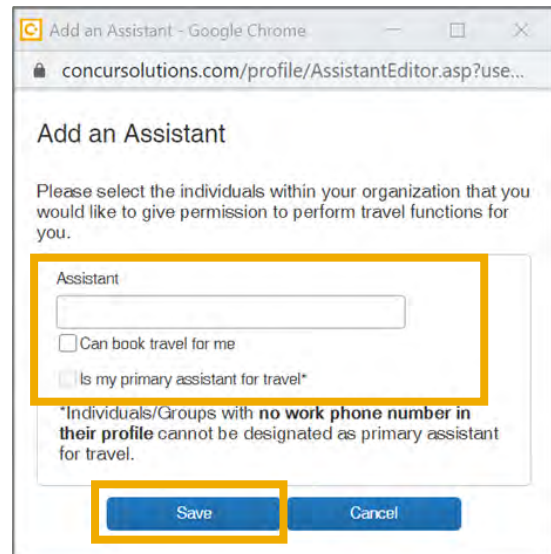


4. Click the **Add an Assistant** link.



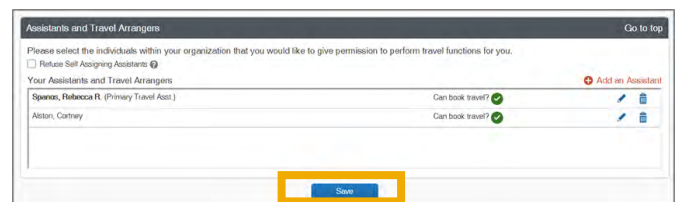
**Result:** The Add an Assistant pop-up window will appear.

5. In the Assistant field, enter the name of the individual(s) you would like to be your Travel Assistant(s).
6. Mark the checkbox for **Can book travel for me**.
7. Mark the checkbox **Is my primary assistant for travel**, if applicable.
8. Click the **Save** button.



**Result:** The selected individual will be listed as a Travel Assistant/Arranger.

9. Click the **Save** button.



**Note:** Travel Assistants/Arrangers have access to view and update the traveler's profile.