

Deem Traveler Profiles Managing Your Profile

Managing Your Profile

Activating your Deem Account: If you have received an activation email from Deem, click the link in the email to actvate your account. Required fields are marked with "*".

Activate your account Please tell us a little about yourself so that we can serve you better.

	*Required
Personal Information	
Date of Birth 🗊 *	
Gender 🕤 *	•
Time zone *	- select -
Business contact info	
Groupware ID	test@demo-dt.com
Confirmation Empile	
Committee Emails	
Send to	Profile email: test@demo-dt.com
	A different email address:
Home Address	
	United States
Country	United States
Street address	
Apartment / Suite	
Mailstop	
City	
State	- select - Y
ZIP code	
	·

Emergency Contact	
Full Name	
Relationship	•
Email	
Country	United States
Street address	
Apartment / Suite	
Mailstop	
City	
State	- select -
ZIP code	
Primary Phone Number	Country code Number Ext.
Secondary Phone Number	US/CA/PR/UM Country code Number Ext. + 1 V
	US/CA/PR/UM
User Acceptance	
I accept the Privacy Policy.	

Click *Continue* to proceed and complete your travel preferences Click Save to continue to the Deem home page.

Direct Travel Demo Site Account - Travel Preferences

Flight			
Service preferences	Airport codes	Preferred Fare Type]
Seat Preference Window Aisle Default Search Type Price Schedule		Meal Preferences None View Price Results By Trip Segment	

Continue

 \triangleright **Direct** Travel

Choose up to 3 lens Obe/Arikard traveler Dear/Kard of hearing None Add Hotel Hotel Hotel Hotel Choose up to 3 lens Arr Condition (in floor) Arr Vegation (in floor) Dearbade and cose and second and cose an	Air Special Requests				
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	□ Visually impaired traveler				
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· · · · · ·	Show Car Service option after	booking travel 🔽			
					Save

Managing your profile from the Deem home page: On the Deem home page, click the settings icon in top-right corner and select *Account* to proceed to the account/profile overview.

Direct Travel	A 🗘
William Never	
Account	Гео
Help	
🕞 Sign Out	

Click *Edit personal info* to be taken to the top of your profile.

William Never			
Contact details Edit	Business address Add		Home address Add
Business Email: sasher@dt.com	No address entered		No address entered
Business Phone: +1 201-425-9131			
Business Fax:	Payment cards Edit Add		Delegates Edit
Business Mobile:	Air. Test		People I can book and submit for: (1)
Profile details	Hotel: Test		W.Never
Edit personal info	Car. Test		People who can book and submit for me:
Edit emergency contact	You have 1 payment card saved		None entered
Change Password			
Notifications		Preferences	
Set up Notifications to receive updates and additional information about your services.		Setting your service recommendations.	e preferences can save you time and enable relevant
Manage Notifications		Travel Preferen	ices

You can return to the overview page at any time by clicking *Profile Main Page*. **Personal and Employee Info:** Verify your name matches your ID, enter date of birth, gender and employee information.

< Profile Main Page	Personal Info
D	Title
Profile Personal and Employee Info	
Addresses and Phone Numbers	First Name*
Emergency Contact	William
Payment Cards	Middle Name
Change Password	Sara
change r assirora	Last Name*
Address Book and Calendar	Never
Add/Edit a contact	Suffix
Aud/Edit a contact	
Edit Colondos Sottingo	Username
Edit Calendar Settings	sarademo
Service Preferences	Date of Birth*
Travel Preferences	
Notifications	Date of birth displayed as ** for security reasons
Delegate Access	Female V
Display Settings	
	Employee Info
	Employee ID
	Employee Type
	Employee Status
	Active
	Job Title
	Manager ID
	Company Name

Addresses and Phone Numbers: Enter your business phone, business fax, business mobile and addresses.

< Profile Main Page	Åridrase	Rusiness contact info
Dur file	Address	Business contact into
Profile Deceased and Employee lafe	Country	Business Phone*
Personal and Employee into	United States 🗸 🗸	Country code Number
Addresses and Phone Numbers	Street address	+ 2014259131
Emergency Contact		US/CA/PR/UM EXt.
Payment Cards	Apartment / Suite	
Change Password		Business Fax Country code, Number
Address Book and Calendar	Mailstop	+1 *
View address book		US/CA/PR/UM
Add/Edit a contact	City	Business Mobile
Import/Export contacts		Country code Number
Edit Calendar Settings	State	+ 1 💙
	- select -	US/CA/PR/UM
Service Preferences		Business Email
Travel Preferences	ZIP code	sasher@dt.com
Notifications		Groupware ID
Delegate Access		sasher@dt.com
Display Settings		Confirmation Emails
		Send to
		Profile email: sasher@dt.com
		A different email address:
	Home	
	Address	Personal info
	Country	Home Phone
	United States V	Country code Number
	Street address	+ [1 *]
		US/CA/PR/UM
	Anartment / Suite	Home Email
	Mailstop	
	City	
	State	
	- select -	
	ZIP code	

Emergency Contact: Enter emergency contact details.

 \bigcirc

< Profile Main Page			Cancel	Save
s rione manif age				
Profile	Emergency Contact Info			
Personal and Employee Into			*Be	equired
Addresses and Phone Numbers	Full Name			
Emergency Contact				
Payment Cards	Relationship			
Change Password	- *			
Address Book and Calendar	Email			
View address book				
Add/Edit a contact	Country			
Import/Export contacts	United States 🗸 🗸			
Edit Calendar Settings	Street address			
Service Preferenceo				
Travel Preferences	Apartment / Suite			
Notifications				
Delegate Access	Mailstop			
Display Settings				
Display Settings	City			
	State			
	- select - 🗸 🗸			
	ZIP code			
	Primary Phone Number			
	Country code Number Ext	t.		
	+ 1 🗸 2014259131			
	US/CA/PR/UM			
	Secondary Phone Number			
	Country code Number Ext	t		
	+[1]]		
	US/CA/PR/UM			

Payment Cards: Click **+Add payment card** to add credit cards. Credit Card billing address is required for cards that will be used to purchase air or rail tickets and recommended for others.

< Profile Main Page]						Cancel	Save
-								
Profile Personal and Employee Info	Paymer	nt Cards						
Addresses and Phone Numbers	Name	Card type	Card numb	ber	Expiration			
Emergency Contact	Test	Visa	*******	***]]]]]	08/2024	Edit	Delete	
Payment Cards	🕈 Add p	ayment card						
Change Password								
Address Book and Calendar View address book	Default pa	ayment cards	e payment card	Test 🗸				
Add/Edit a contact		Hote	l payment card	Test 💙				
Import/Export contacts		Car Service	e payment card	Test 💙				
Edit Calendar Settings		Car Renta	l payment card	Test 💙				
Service Preferenceo Travel Preferences		Trair	n payment card	Test 🖌				
Notifications								
Delegate Access								
Display Settings								

NOTE: You will need to select a default card for Airline or Hotel in order for your credit card to be visible and available to a travel agent for offline reservations.

Travel Preferences: Manage your preferences such as seating and meals. You can add/update airline/hotel/car frequent traveler IDs and TSA Pre-Check/Known Traveler (also known as Global Entry, Clear or Nexus) and Redress numbers if applicable.

Delegates: Click Add or Edit next to Delegates, where you delegate others to book travel on your behalf. Depending on your company's configuration, you may be able to self-delegate and book travel on others' behalf. When self-delegating, the other traveler will receive an email from Deem letting them know you've become a delegate

	7
< Profile Main Page	What is a delegate?
Profile Personal and Employee Info Addresses and Phone Numbers	There are two types of delegates. One type of delegate has access to someone's account and can book services for them. The second type of delegate can approve trips and expense reports on behalf of someone else. You should become a delegate only if your role involves booking services or approving on behalf of other employees.
Emergency Contact	
Payment Cards	People I Can Book And Submit For
Change Password	You have access to these neonle's account:
Address Book and Calendar	
View address book	You are not a delegate for any accounts.
Add/Edit a contact	+ Become a delegate
Import/Export contacts	
Edit Calendar Settings	
	People Who Can Book And Submit For Me
Service Preferences Travel Preferences	These people have access to your account:
Notifications	There are no delegates for your account.
Delegate Access	+ Add a delegate
Display Settings	

Profile | Delegate Access

Click Become a Delegate or Add a Delegate and search for the desired user by name or email address. Select the user and click Select.

Add a Delegate

< Profile Main Page	Search
Profile	Search for someone within Direct Travel Nashville Demo and grant them delegate access to your account.
Personal and Employee Info	Name or email address: f0Ster
Addresses and Phone Numbers	
Emergency Contact	Search Results
Payment Cards	Name Email address
Change Password	Foster, David dfoster@dt.com
Address Book and Calendar	
View address book	
Add/Edit a contact	Cancel Select
Import/Export contacts	
Edit Calendar Settings	
Service Preferences	
Travel Preferences	
Notifications	
Delegate Access	
Display Settings	