



Welcome to your online booking & profile management tool!

REQUEST LOGIN CREDENTIALS & CREATE PROFILE

Request your login credentials here [CLICK HERE TO BEGIN](#)

- Select your department name
- Complete the short form and click submit
- An email will be sent within 24 hours with a link to complete traveler profile
- You will be prompted to change first-time password

LOG IN

Go to UW BOOKING TOOL

- Click on "Sign In"
- Enter email and password



*For security purposes, passwords will be required to update every 90 days

Tangerine Travel, Ltd.

10808 NE 145th Street, Bothell, WA - 98011
425.822.2333 or 800.678.8202
Fax: 425.822.1333
www.tangerinetravel.com

UPDATE PROFILE

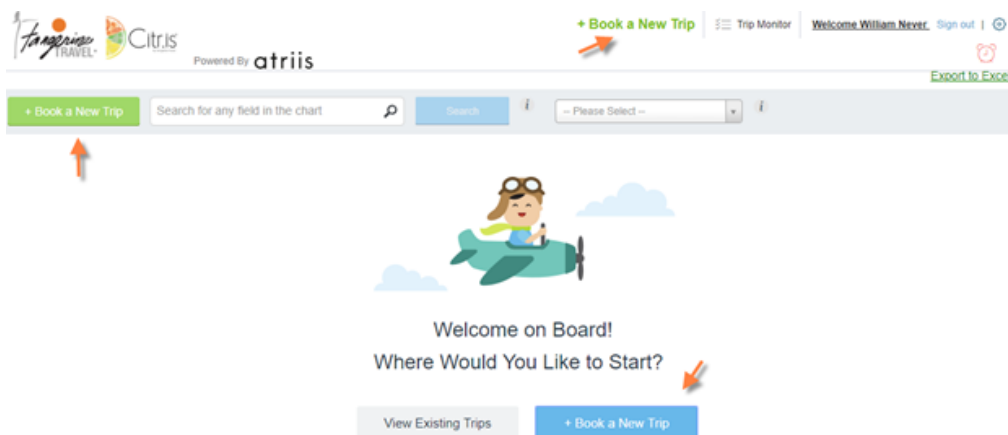


- Log on to Booking tool
- Click on the traveler's name
- Update profile and submit

HINT! Travelers can either scroll through the entire form and update their information, or they can select from the links on the side as a short cut to the areas that need to be updated. Once finished click **Save**

BOOKING A NEW TRIP

1. Log on to Booking Tools
2. Travelers have 3 locations to select from to *Book a New Trip*:

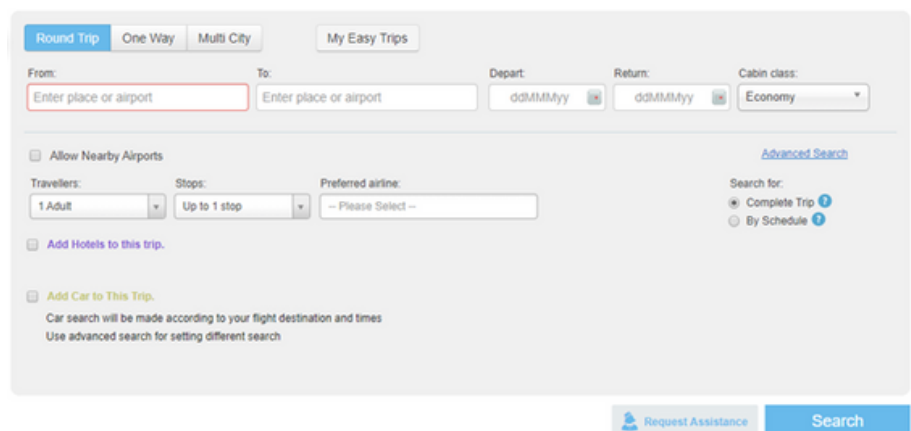


3. Once selected, travelers will be taken to the *Travel Search* page

BOOKING AIR

1. Travelers will have the option to book **Round Trip**, **One Way**, or **Multi City** routes
2. *My Easy Trips* are trips that you have booked in the past that you can use as a template to book a new trip
3. In the *From* field, enter the airport code or the airport location of departure
4. In the *To* field, enter the airport code or the airport location of arrival
5. Select a Departure and Return Date
6. Select a Cabin class (please note that First, Business, Premium Economy may not be an option to choose from. **They may be prohibited from the travel class that you belong to**)
7. *Allow Nearby Airport* will **filter in airports** around the area. For example, if you choose LAX (Los Angeles), the search will include other airports such as Orange County, Burbank, etc.
8. Select the number of travelers travelling
9. Select the number of stops you want to search for
10. If you have a preferred airline, add that in the field
11. Search for **Options**:
 - a. *Complete Trip* will display your outbound and return with the lowest fare available
 - b. *By Schedule* will allow you to select your **flights and then return that fare, plus other lower fares**

12. Click *Search* (you can choose *Request Assistance* if you don't want to book online. This will message our office to book the trip for you)

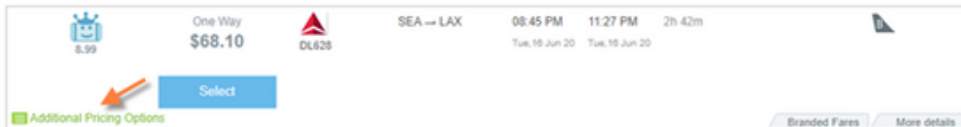


The screenshot shows the flight booking interface with the following fields and options:

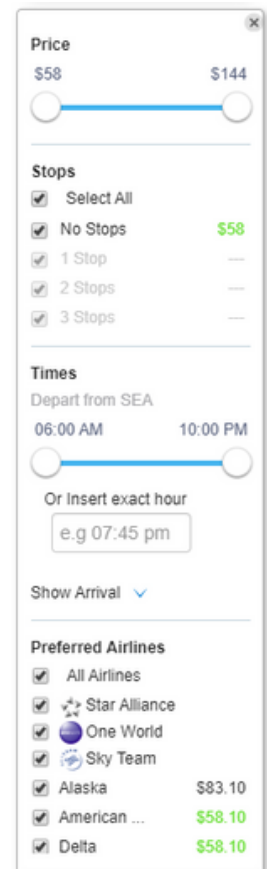
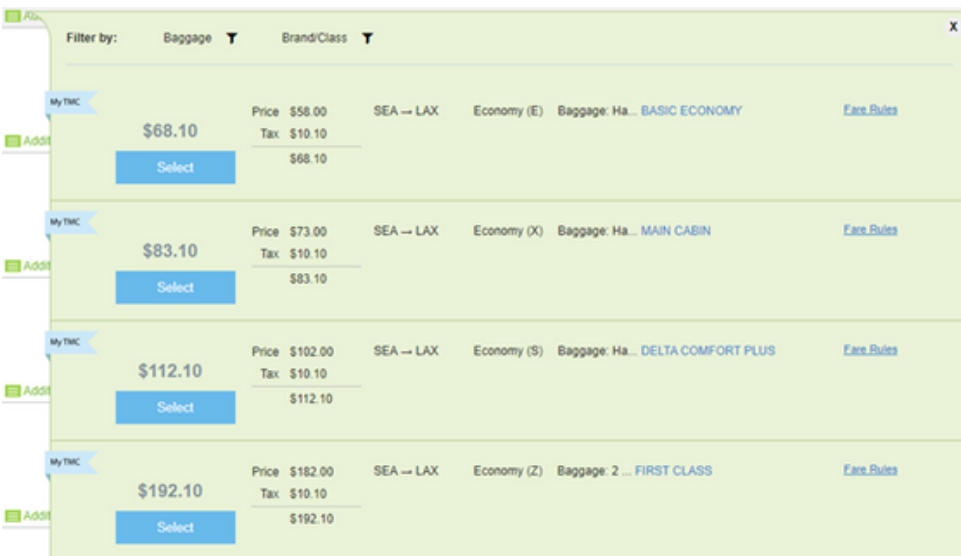
- Trip type: **Round Trip** (selected), One Way, Multi City
- My Easy Trips:
- From:
- To:
- Depart:
- Return:
- Cabin class:
- Allow Nearby Airports
- Travellers:
- Stops:
- Preferred airline:
- Add Hotels to this trip.
- Add Car to This Trip.
- Car search will be made according to your flight destination and times. Use advanced search for setting different search.
- Advanced Search: [Advanced Search](#)
- Search for:
 - Complete Trip
 - By Schedule
- Buttons: [Request Assistance](#), [Search](#)

13. On the results page, there are several filters that you can check on or off to narrow down your search results.
14. Schedules may have other pricing options available. These can be found by selecting *Additional Pricing Options*.

a.



b.



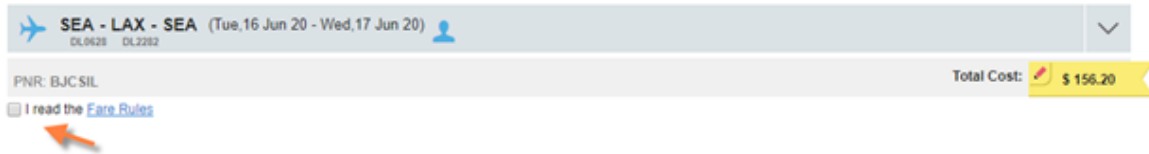
15. Select the flight and add it to the cart
16. You will have the option to *Hold Flight* or *Checkout*. **Note:** Holding flights are good for 24hrs. After 24hrs, the flights will auto-cancel



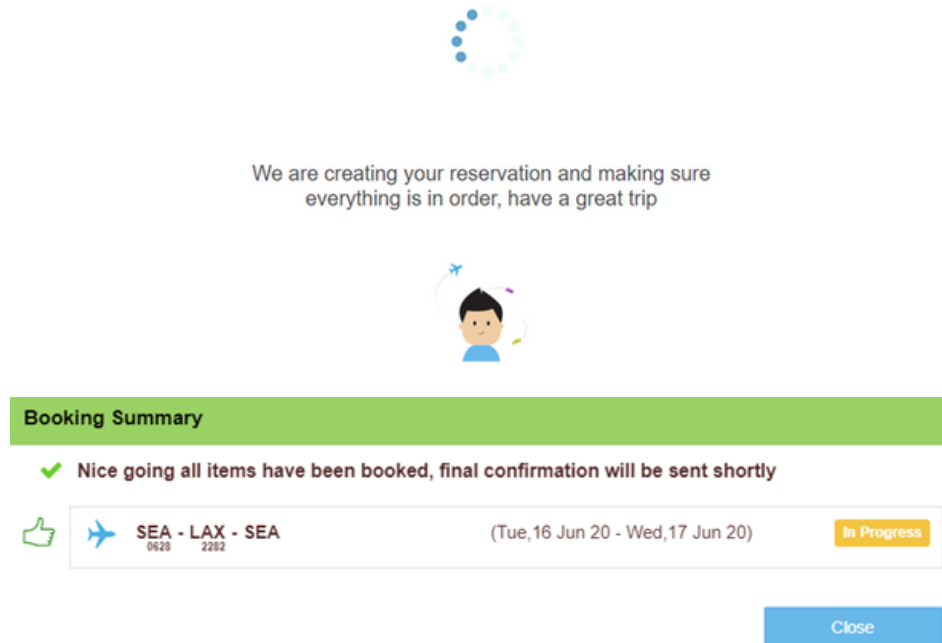
We are verifying that your flight fare is still available, while you wait, Think about changing that one thing you always wanted to change in your life...



17. You must confirm that you *read the Fare Rules* prior to finalizing



18. Click on *Finalize* to purchase

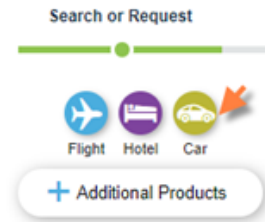


19. A confirmation email will be sent from Tangerine Booking Tool. Once ticketed, you will receive a final email confirmation from Tangerine Travel.

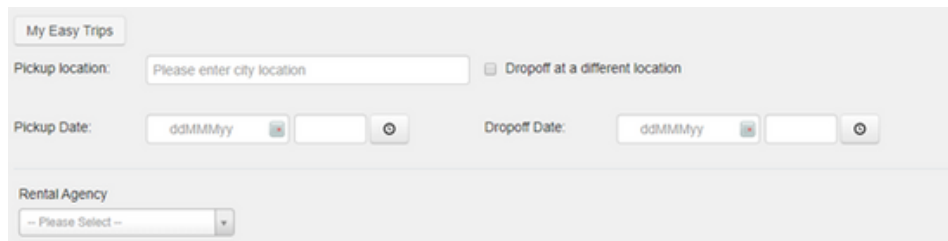
BOOKING CAR

1. Select "View Bookings" button to locate and add car to previous reservation or Click on *Book a New Trip only if you are not adding car to a previously booked trip*

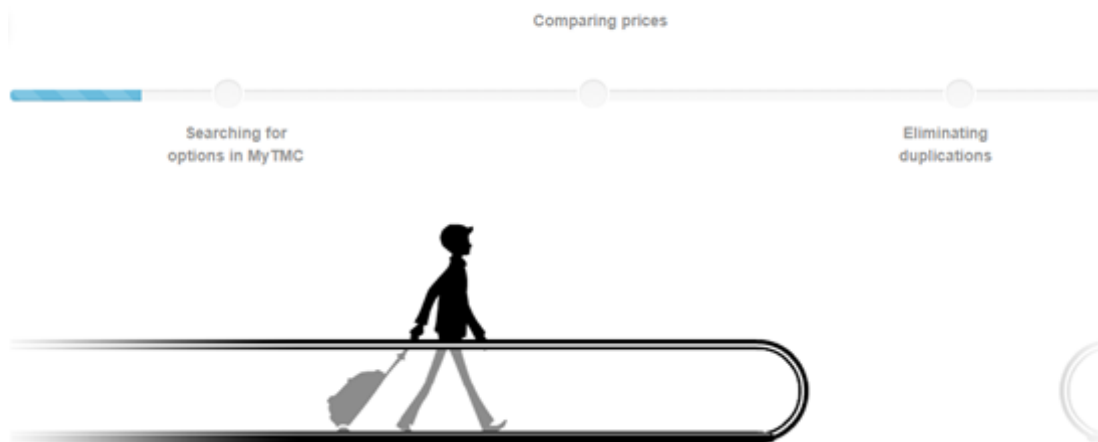
2. Select the Car icon



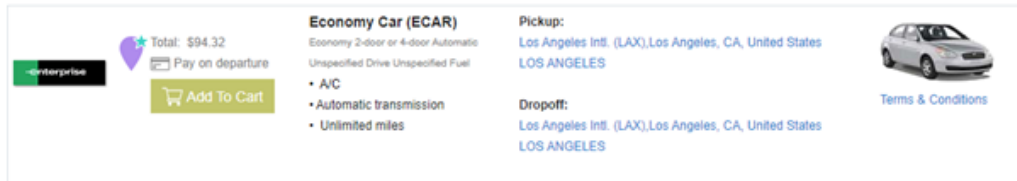
3. Enter your search parameters. You can *request for assistance* or *select search*. Requesting for assistance will send a message to our agents to assist with your booking. *Agent fees will apply



Search Parameters > Results



4. Select your vehicle and *Add to Cart*



Economy Car (ECAR)
 Economy 2-door or 4-door Automatic
 Unspecified Drive Unspecified Fuel
 • A/C
 • Automatic transmission
 • Unlimited miles

Pickup:
 Los Angeles Intl. (LAX), Los Angeles, CA, United States
 LOS ANGELES

Dropoff:
 Los Angeles Intl. (LAX), Los Angeles, CA, United States
 LOS ANGELES

Total: \$94.32
 Pay on departure
 Add To Cart

Terms & Conditions

5. After selecting your car, select *Checkout* to finalize your reservation

You Are One Step From Completing Your Booking, Fill info Needed and Proceed to Checkout

Trip Quotes

Chosen

Pick Up: LAX - Drop Off: LAX - Economy Car (Tue,23 Jun 20 - Wed,24 Jun 20) Pending Booking

Terms & Conditions \$94.32

Form of Payment Loyalty ID Add Coupon Special Request Special Equipment

Checkout

6. Travelers must agree to the *Terms and Conditions* prior to finalizing the trip

You're At The Final Step of Trip Creation Scroll Down


Please fill the required Info Below and click on the Booking button

Trip Quotes

Pick Up: LAX - Drop Off: LAX - Economy Car (Tue,23 Jun 20 - Wed,24 Jun 20) \$94.32

I read the [Terms & Conditions](#)

We are creating your reservation and making sure everything is in order, have a great trip



Booking Succeeded

✓ Nice going all items have been booked, final confirmation will be sent shortly



Pick Up: LAX - Drop Off: LAX
Economy Car

(Tue,23 Jun 20 - Wed,24 Jun 20)

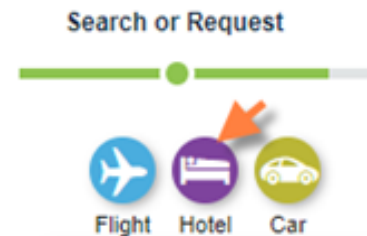
Confirmed

Close

7. A confirmation email will be sent from Citr.is. Once invoiced, you will receive a final email confirmation from Tangerine Travel.

BOOKING HOTEL

1. Select "View Bookings" button to locate and add hotel to previous reservation or Click on *Book a New Trip only if you are not adding hotel to a previously (additional booking fee may apply)*
2. Select the hotel icon



3. Enter your search parameters. You can *request for assistance* or *select search*. Requesting for assistance will send a message to our agents to assist with your booking.

Where?
Distance

10
Km Mi

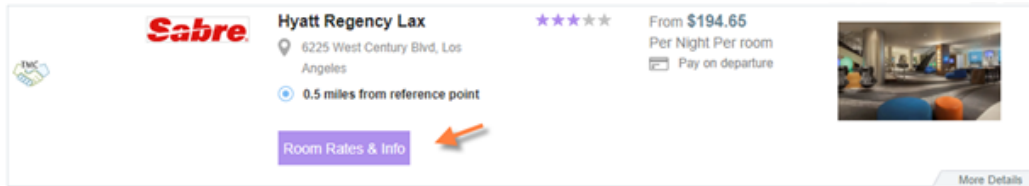
When?

Check-in:	Check-out:	Nights:	Guests:	Room allocation:
<input type="text" value="ddMMMy"/>	<input type="text" value="ddMMMy"/>	<input type="text" value="0"/>	<input type="text" value="1 Guest"/>	<input type="text" value="1 Room"/>

Search available rooms only

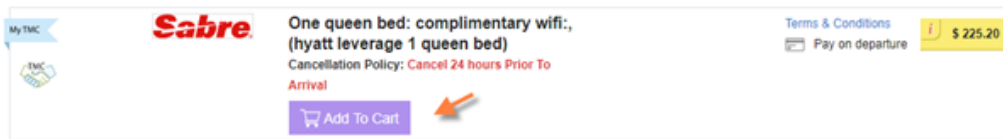
Chain:

4. Select *Room Rates & Info* under the hotel you are wanting to reserve

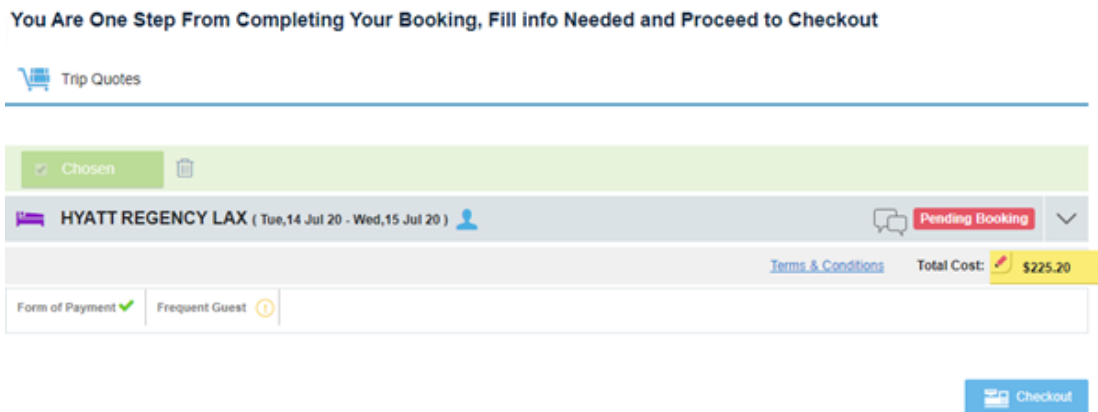


5. Pay close attention to the cancellation policy of the hotel property. Some rates are non-refundable.

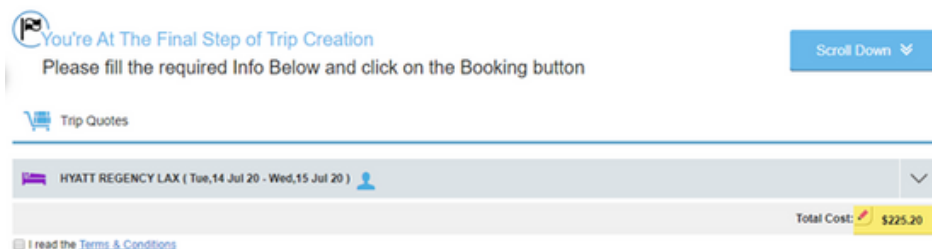
6. Select your rate and Add to Cart



7. To finalize your hotel reservation, select *Checkout*



8. Travelers must agree to the *Terms and Conditions* prior to finalizing the trip







We are creating your reservation and making sure everything is in order, have a great trip



Booking Succeeded

✓ Nice going all items have been booked, final confirmation will be sent shortly

	 HYATT REGENCY LAX	(Tue, 14 Jul 20 - Wed, 15 Jul 20)	Confirmed
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[Close](#)

- 9. A confirmation email will be sent from Citr.is. Once invoiced, you will receive a final email confirmation from Tangerine Travel.