



ADVANTAGETRUST®

Travel

powered by *Onriva*

Hello International Conference Participants,

FPSPi has selected the AdvantageTrust Travel program powered by Onriva to provide us with our own Travel Marketplace for both conference & personal travel.

Onriva is a true Travel Marketplace where you can book Air, Hotel, & Car. Unlike Travel Agencies or Online Travel Shopping sites, Onriva provides the following benefits:

- Widest Selection – AdvantageTrust Travel displays ALL the supplier's fares in the market, public and private
- Best Pricing Guarantee – AdvantageTrust Travel offers significant savings
- Convenience – AdvantageTrust Travel is extremely user-friendly and a true time-saver
- Cost – AdvantageTrust Travel is 100% free for FPSPi employees, volunteers, and IC participants - NO booking fees (online or telephone)

AdvantageTrust Travel is available to all employees, volunteers, and IC participants for Conference AND Personal travel.

Begin by emailing profilerequests@onriva.com to request access to the site; use the template below.

Please add the following email address(es) for the **FPSPi Event** site:
example@gmail.com, (you can list as many email addresses as needed).

Once you receive confirmation from Onriva, begin the enrollment process by clicking the link below.

<https://www.onriva.com/fpspievents/signup>

The following pages are a Quick Start Guide for additional information and help.

Happy & Safe Travels!

FPSPI Events Quick Start Guide

Self-Registration Instructions

Enroll today by clicking on the sign-up link below

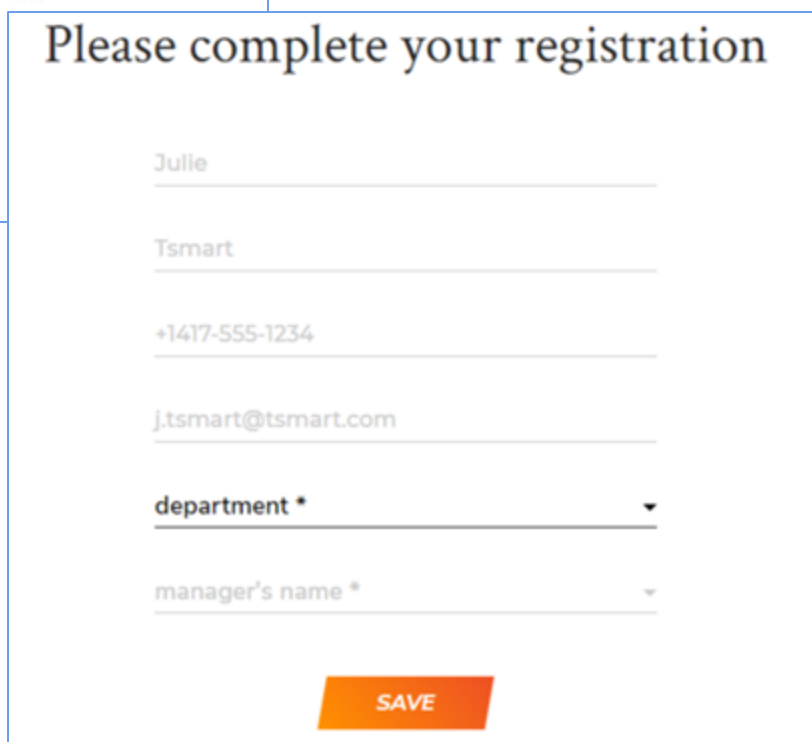
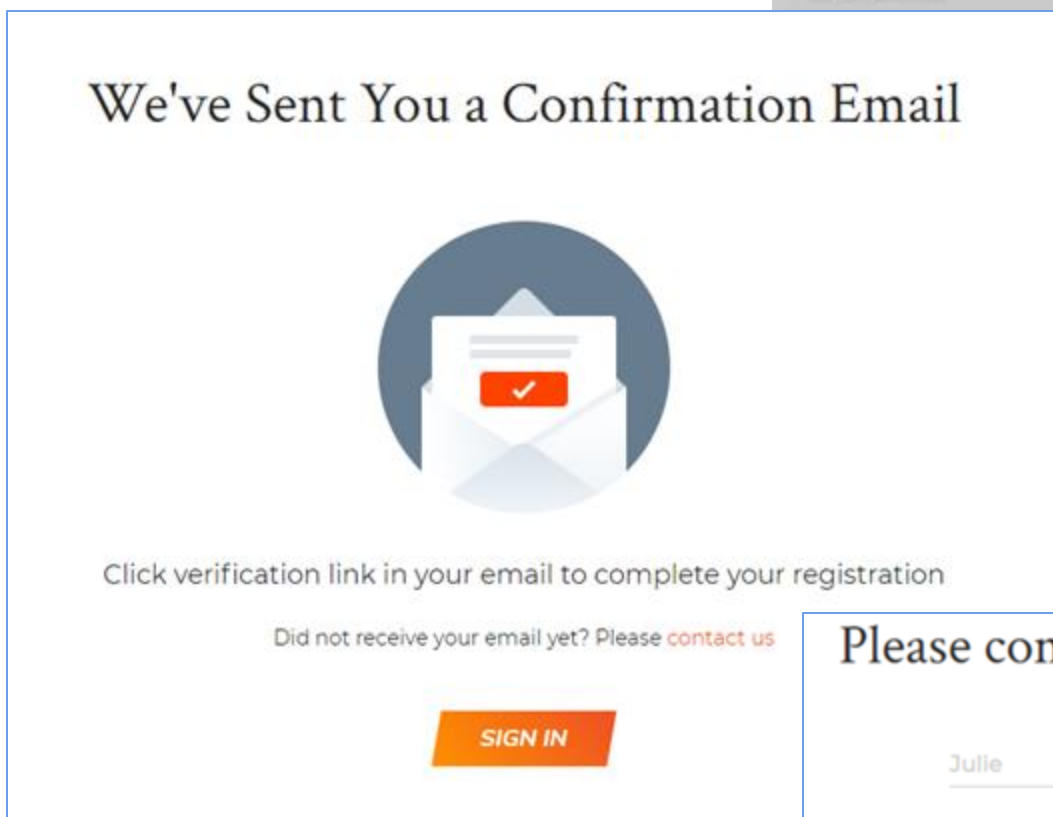
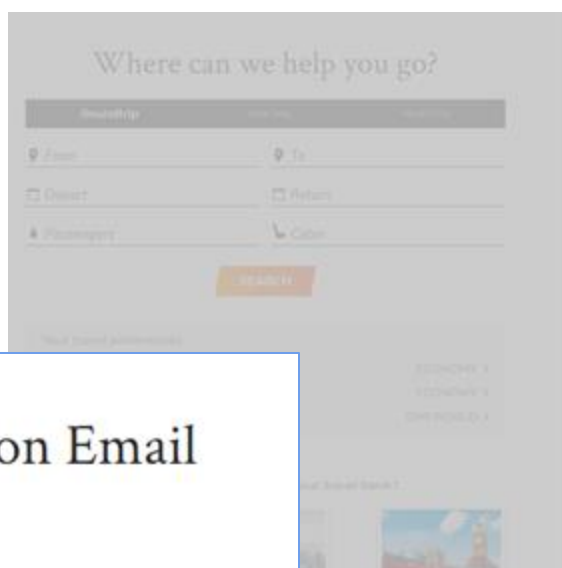
<https://www.onriva.com/fpspievents/signup>

Enter your information & click "Join Now"

*Check your email for the Verification
Email & click "VERIFY YOUR EMAIL"*

Fill in company department & Click "Save"

Welcome to the main booking page



Setting Up Your Profile

- By clicking on your name (top right side) you have access into your *Profile*
- Please enter your Personal Information:
 - Full name as it appears on your government issued identification.
 - Gender, Passport Number, Date of Birth and Known Traveler Number
 - Emergency contact name, phone number and email address.
 - Home Address, Home and Cellular phone numbers and Home Airport Preference
 - Preferred Domestic and International Class of Service
 - Preferred Airline, Hotel and Car - Including your airline frequent flyer program and hotel and car loyalty numbers.
 - Seat and Meal Preferences

Sam Smith		Delegate Access	+
<hr/>			
PERSONAL INFO		FLIGHT PREFERENCES	
Name	SAM SMITH	Home Airport	SELECT
Gender	SELECT	Preferred Airlines	SELECT
Title	ENTER	Preferred Class Domestic	ECONOMY
Email Address	ADD EMAIL	Preferred Class International	ECONOMY
	ONRIVADEMO@ADVANTAGETRUST.COM business	Exclude Basic Economy	NO
Phone Number	ADD PHONE	Seat Preference	SELECT
	+18475927887 work	Meal Preference	SELECT
Home Address	ENTER		
Passport	ENTER	HOTEL PREFERENCES	
Date of Birth	MM/DD/YYYY	Preferred Hotels	SELECT
Known Traveler Number	ENTER		
Emergency Contact	ENTER	CAR PREFERENCES	
		Preferred Car Rental Companies	SELECT
		PAYMENT METHODS	
		Credit or Debit card	ADD CARD

Secondary Profile Creation

Non-profiled Traveler

Booking travel for a non-profiled traveler.

Create a Secondary profile under the profiled traveler's own profile.

1. Click the '+' symbol at the top right of your own profile.

1

Emma Jones ▾ MY PROFILE		Delegate Access		+	
PERSONAL INFO					
Name	EMMA JONES	FLIGHT PREFERENCES		Home Airport	SELECT
Gender	SELECT	Frequent Flyer Program			SELECT
Title	ENTER	Preferred Class Domestic			ECONOMY
Department	CORPORATE	Preferred Class International			ECONOMY
Manager	TRAVEL ADMIN	Exclude Basic Economy			NO
Email Address	ADD EMAIL	Seat Preference			SELECT

2

New User ▾		Delegate Access		+	
PERSONAL INFO					
Name	NEW USER ▾	FLIGHT PREFERENCES		Home Airport	SELECT
Gender	SELECT	Frequent Flyer Program			SELECT
Title	ENTER	Preferred Class Domestic			SELECT
Email Address	ENTER	Preferred Class International			SELECT
Phone Number	ENTER	Exclude Basic Economy			SELECT
Home Address	ENTER	Seat Preference			SELECT
Passport	ENTER	Meal Preference			SELECT
Date of Birth	MM/DD/YYYY	HOTEL PREFERENCES			
Known Traveler Number	ENTER	Hotel Loyalty Program			
Emergency Contact	ENTER	CAR PREFERENCES			
		Car Rental Loyalty Program			

2. Click the pencil next to Name - 'NEW USER'.
Enter the traveler's name as it appears on their government issued ID.

Click 'SAVE'

New User ▾		Delegate Access		+
PERSONAL INFO				
Name	NEW USER			
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Michael middle name Brown </div>				
				CANCEL SAVE
Gender				SELECT

3

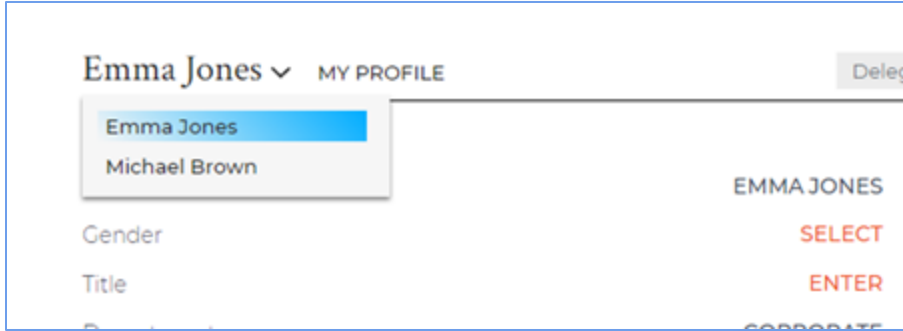
Michael Brown ▾		Delegate Access		+	
PERSONAL INFO					
Name	MICHAEL BROWN	FLIGHT PREFERENCES		Home Airport	SELECT
Gender	SELECT	Frequent Flyer Program			SELECT
Title	ENTER	Preferred Class Domestic			SELECT
Email Address	ENTER	Preferred Class International			SELECT
Phone Number	ENTER	Exclude Basic Economy			SELECT
Home Address	ENTER	Seat Preference			SELECT
Passport	ENTER	Meal Preference			SELECT
Date of Birth	MM/DD/YYYY	HOTEL PREFERENCES			
Known Traveler Number	ENTER	Hotel Loyalty Program			SELECT
Emergency Contact	ENTER	CAR PREFERENCES			
		Car Rental Loyalty Program			SELECT

3. Enter traveler's personal information.

Secondary Profile Booking

Non-profiled Traveler

Accessing Secondary Profile

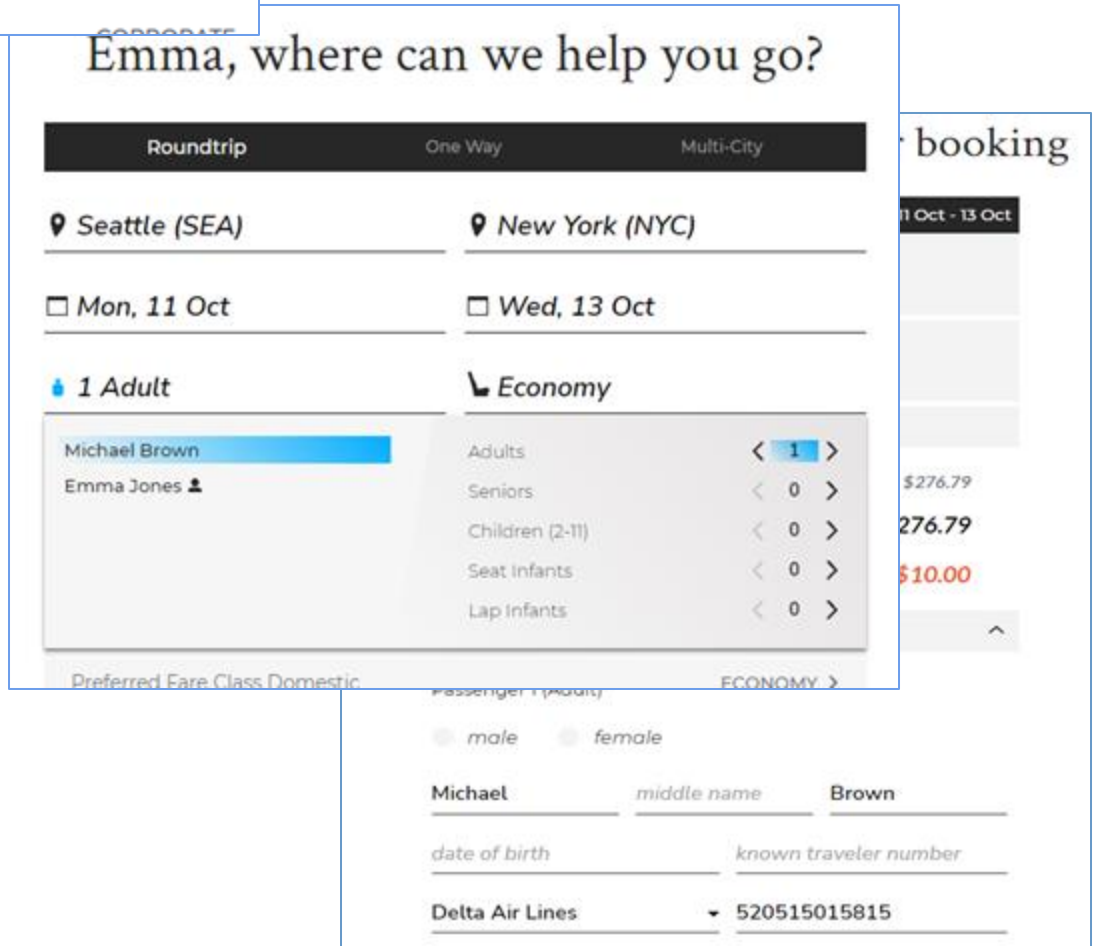


To access the secondary profile, click the down arrow to the right of your name.

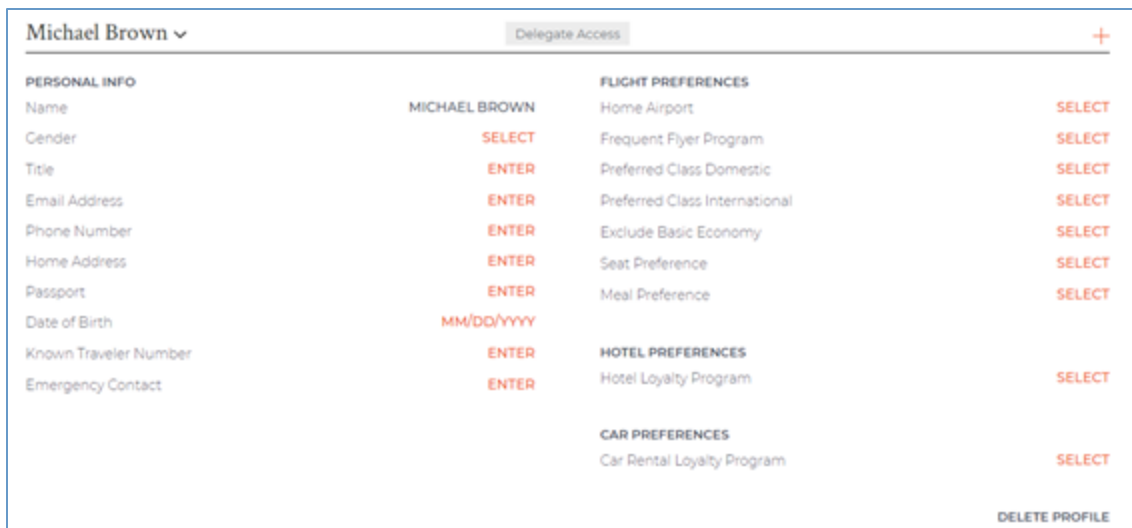
Select name of Traveler.

Booking Air Travel

On the Flights page, click '1 Adult'.
Select name of traveler.



If stored in profile, traveler's personal information will populate on the purchase page.



Delete Profile

Click 'DELETE PROFILE' found on the bottom right of the traveler's profile.

AdvantageTrust Travel powered by Onriva - Quick Start Guide

Searching Flights

Begin Your Search

- Begin by selecting the 'Flights' Tab
- Select 'Round Trip', 'One Way' or 'Multi-City'. Enter your *departure* and *destination* locations, dates, number of passenger and class of service

Use Search Filters to Find the Right Flight

- The first *At a Glance* results provide an overview of the airlines that fly in the market, the non-stop vs. connections and the various airfares

1. Click the 'Onriva Fare Filters' tab to further target your search by number of Stops, Outbound/ Return time, also selecting your preference airline and provider
2. Use 'Sort by' option to view by Recommended, Price, Duration, Departure and Arrival
3. View fare 'Details'
4. Select outbound flight
5. Select return flight, heading to the check-out page

SFO ⇌ BWI 23 Feb - 25 Feb Business MODIFY

SFO - BWI Sort by best for you BWI - SFO Sort by best for you

Lowest Business Fare \$812 with 1 stop

Onriva Fare Filters

Stops 1 \$812 2 \$961

Outbound LEAVE SFO

12:16am ARRIVE BWI 11:45pm

2:45pm 4:34pm

Return LEAVE BWI

Delta Air Lines from \$990 per traveler roundtrip

United Airlines from \$980 per traveler roundtrip

United Airlines from \$980 per traveler roundtrip

Delta Air Lines from \$990 per traveler roundtrip

Delta Air Lines +\$0 \$990/traveler

United Airlines +\$235 \$1225/traveler

Delta Air Lines +\$72 \$1062/traveler

United Airlines +\$235

Last step to complete your booking;

- Add the travelers information and payment details if not stored in profile.

BOOK NOW

- And Click

Travelers Mona Behjati

Passenger 1 (Adult)

male female

Mona middle name Behjati

03/04/1985 known traveler number

United Airlines frequent flyer number

United States passport #

expiration date

Billing

credit card number

expires (mm/yy) cvv

Mona Behjati

131 Rock Wren lane Brisbane

California 94005 United States

Before you book please confirm that passenger information, dates, times, departure and destination of flights are accurate.

BOOK NOW

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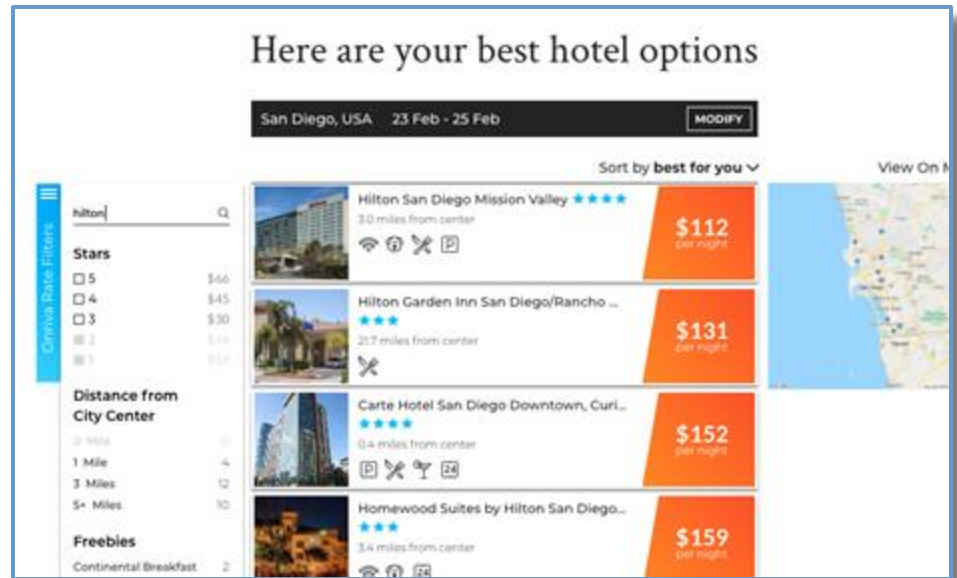
Searching Hotels

Begin Your Search

- Begin by selecting the *Hotels* Tab
- Search for a hotel near a *city, US address, airport* or specific *destination* (if applicable)
- Select dates and the number of guest/s

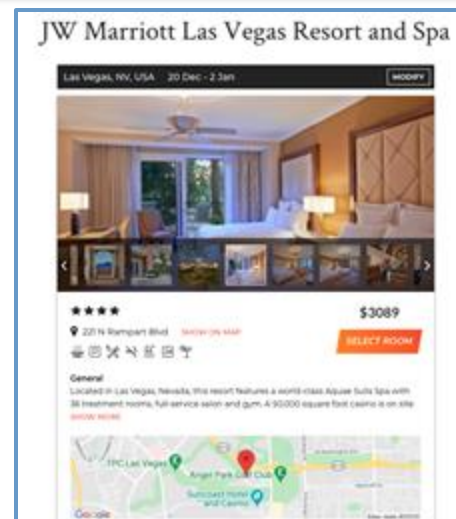
Filter Your Results to Find the Right Hotel

- You can further filter your results using the menu on the left; your search results will be reordered based on your new search criteria



After selecting your hotel

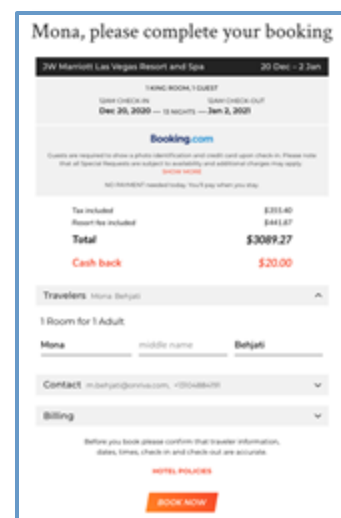
- View Hotel Amenities
- Select room type



Last step to complete your booking;

- Add the travelers information and payment detail if not stored in profile

- And Click



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Searching Cars

Begin Your Search

- Begin by selecting the Cars Tab
- Select City, dates and the Driver's Age

Filter Your Results to Find the Car

- You can further filter your results using the menu on the left; your search results will be reordered based on your new search criteria

Select Book on your Car of Choice

Last step to complete your booking;

- Add the travelers information and payment detail If not stored in the profile.

- And Click



Getting Assistance

Travel easy with AdvantageTrust Travel powered by Onriva Customer Support



24/7/365 - Online chat (available on the bottom right of all screens)



+1 866 317 1305 or +1 415 409 5507



support@onriva.com

Planning a complex trip or have no time? Call us and we'll take care of your booking. And yes, you can use your earned Onriva dollars to pay for your trip!

Too many options and details to manage? We can help you find your perfect itinerary, taking fares, cabins, amenities and more into account. By the way, we can also help with your seat assignment, baggage purchase, frequent flyer miles, and more.

Change of plans (Changes, Cancellations & Refunds)? We've got you covered.

Problems during your trip? We will act on your behalf and fix it.