

Register

- Go to <u>GetThere</u> to create an account.
- Click "Create an Account"

Please log in

* User name		* = required
* Password		
	Forgot password	Log in
Create an account		

- Enter the Site ID and Password Key:
 - Site ID wscaust (case sensitive)
 - Password newuser (case sensitive)

2 Enter Site ID and Password Key

- Enter the Site ID and Password Key:
 - Site ID wscaust (case sensitive)
 - Password newuser (case sensitive)

Create an	account
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Please enter the following site information.	
* Site ID	
wscaust	
* Password Key	
newuser	
* = required	Cancel Continue

• Select "Continue"



••••

Continue

Cancel



3 Account Details

• Complete your system access details: username, password, and email address and select "Continue"

Create an account

User name and Password

To create an account, you need to provide a User name and Password. You will use this information to sign in for future visits

You may choose any User name that is not already being used by another user. Choose a Password that is easy to remember but difficult for others to guess. You must enter your Password twice to confirm you have typed it correctly.

After you have entered your User name and Password click the Continue button. You will then be prompted for some additional information needed for your account.

* New Password	

* Confirm Password

* User name

Password retrieval

If you forget your Password, you can reset it through e-mail. Please enter the e-mail address you wish to designate to reset your Password.

* E-mail address

* = required





4 Travel Profile

• Complete your traveler profile details to be used in hotel reservations

Create an account

Personal information

Please provide the following information. This information will be saved in your account and used for your future travel reservations, so you will not need to enter it again.

After you enter your personal information, click Continue.

* First name		Middle initial		* Last name
* E-mail address bridgewater.angela@gmail.com				
Undgewater.angera@gmail.com				
Country Please Select Address	v			
Address 2				
City	State/provinc	e	Zip/postal code	

Profile Registration	
Please add your Last/First Name	
*	
Traveler Information	
Enter in your 2 character State Code. Example: Alaska=AK	
* State Code:	
Select your type of Employer.	
* Employer:	
Select	~
Insert a Y if Yes	
required	Cancel Continue





5 Confirm

• Once the profile is completed you will receive the confirmation below. Select Confirm to create your travel profile.

Create an account

Confirm your information		
Please review your information to confirm it is correct. To change	ge the information, click Modify.	
Account information		
	User name: test@naspo.com Password: *******	Modify
Personal information		
	Name: Test Miles E-mail Address: test@naspo.com	Modify
		Cancel Confirm





6 Book

- Go to <u>GetThere</u> to log in.
- Enter your username and password (both fields are case sensitive).
- Enter Search information as needed to reserve your hotel booking.

A Profile Alert for: Travis A Miles	I information. Please take a moment to add your address.	SPO ValuePoint Resources mber References rm More Here
 Book travel Hotel Hotel search location Airport, city, or address 	<pre> * = required * Check in * Check out Rooms mm/dd/yy 1 ~</pre>	
✤ More tools	Search	





Book 6

- You can search for hotels by airport, city, address or company location. Results ٠ include NASPO negotiated rates as well as public and best available rate from CTM.
- You can hide sold out and out of policy hotels by checking the box given at the left ٠ side at the filters menu or filter the options further using the other filters on the left.
- Choose the hotel by clicking on any hotel card, which will expand the hotel ٠ information with available rates.
- You may find a special note under your company preferred property notifying the ٠ inclusive amenities.
- You can also view hotels on a map as well as in a list. ٠

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Parking offered (435)	
Restaurant on site (382)	pany Preferred



6 Book

- Sections expand if any required information is missing, complete that information.
- Verify information on the page.
- Click Purchase trip to complete the process. Print your itinerary.
- You will also receive a confirmation e-mail.

value after that date and/or after the flig	dable fares. If your ticket is not used on or by the nt has departed. EHOW/VALID SQIMI, CHANGE FEE/FEE APPLY	travel date(s) specified on your tickets, the unused portion may have no
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Special Note: Including Breakfast, Free With		
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Deposit rules deposit policies vary by hotel since a hotel ca	n set a deposit policy of up to 30 days in advance ple	ase review rate rules prior to booking to avoid possible charge
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 Billing information 		
For safety reasons, the transportation of hazard fammable liquids. For a full list of prohibited her		itioited Examples of nazardous materials include explosives, aerosols, and
By purchasing, 1 agree to the hazardous mat	erials restrictions.	





We're Here to Help

СТМ

8:00 AM – 5:00 PM Pacific <u>naspotravel@travelctm.com</u> 1-800-631-7590 Fax: 206-674-4444





