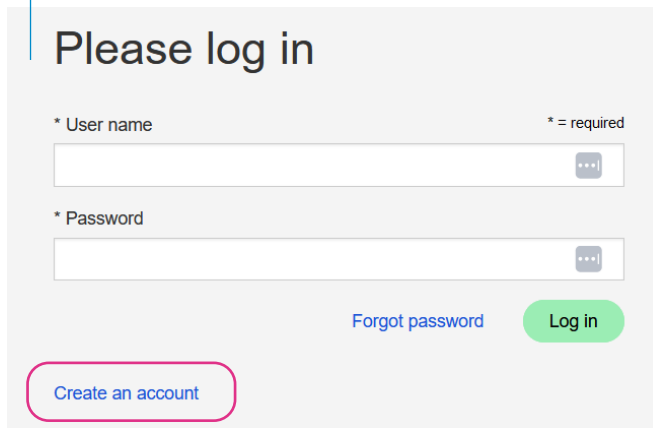


NASPO Hotel-Only Booking Self-Registration Guide

1 Register

- Go to [GetThere](#) to create an account.
- Click “Create an Account”



Please log in

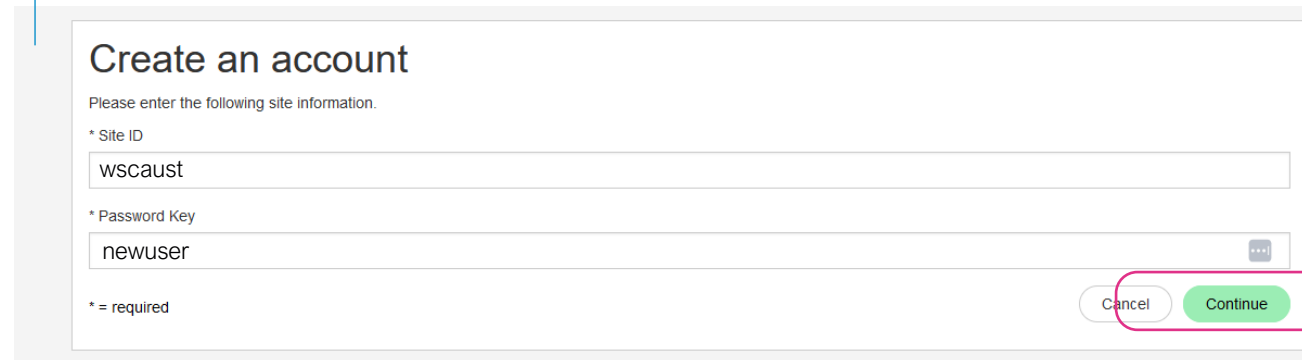
* User name * = required

* Password

[Forgot password](#)

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

Please enter the following site information.

* Site ID

* Password Key

* = required

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

- Select “Continue”

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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.

* User name

* New Password

* Confirm Password

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

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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

Work phone

Country

Address

Address 2

City State/province 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:

Insert a Y if Yes

* = required

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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 the information, click *Modify*.

Account information

User name: test@naspo.com

[Modify](#)

Password: *****

Personal information

Name: Test Miles

[Modify](#)

E-mail Address: test@naspo.com

Cancel

Confirm

NASPO Hotel-Only Booking Self-Registration Guide



6 Book

- Go to [GetThere](#) to log in.
- Enter your username and password (both fields are case sensitive).
- Enter Search information as needed to reserve your hotel booking.

The screenshot displays the user interface for booking travel. At the top, there is a navigation bar with links for Home, Profile, Manage trips, and Unused tickets. Below this, a yellow alert box indicates a profile alert for Travis A Miles, stating that the address is missing and providing a link to add it. To the right, there is a box for NASPO ValuePoint Resources, including Member References and a link to Learn More Here. The main section is titled 'Book travel' and contains a 'Hotel' search form. The form includes a checkbox for 'Hotel' (checked), a search location field (placeholder: 'Airport, city, or address'), check-in and check-out date fields (placeholder: 'mm/dd/yy'), and a 'Rooms' dropdown menu (set to '1'). A green 'Search' button is located below the form. A 'More tools' section is visible at the bottom of the form area.

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6 Book

- You can search for hotels by airport, city, address or company location. Results 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 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 information with available rates.
- You may find a special note under your company preferred property notifying the inclusive amenities.
- You can also view hotels on a map as well as in a list.

The screenshot displays the 'Select a hotel' interface. At the top, there are search filters for 'Airport, city, or address' (SIN), 'Check in' (11/18/19), and 'Check out' (11/22/19). Below these are options for 'Company locations' and 'Current location'. A map shows the location of the selected hotel. The main content area lists '905 of 905 hotels' and shows a list of hotel options for 'HOLIDAY INN EXP CLARKE QUAY'. The hotel details include the address '2 Magazine Road Singapore 069573 Singapore', distance '11.1 miles SW', and a price of '\$184'. A note indicates 'Including Breakfast, Free Wifi'. The 'Room Rates' section shows a table of room types and rates for the dates 'Mon, Nov 18, 2019 - Fri, Nov 22, 2019'. The table includes columns for 'Room types', 'Room rates', and 'Select' buttons.

Room types	Room rates	Select
Best Flexible Rate (best Available Rate) - Single, Standard room: 1 Queen Standard Nonsmoking, Relax in Our Modern Room Featuring Floor To Ceiling Wind rates provided by HRS	\$215.59 ** A\$227.90	Select
Standard Queen Room - Free cancellation - Breakfast included in the price - Free WiFi rates provided by Booking.com	\$215.59 ** A\$227.90	Select
Best Flexible Rate, 1 Queen Standard Nonsmoking Relax In Our Modern Room Featuring Floor To Ceiling Window And 1 Comfortable Queen Cancel by 2 days before check in.	\$225.00 * A\$237.64	Select
2000 Points Per Staying Here 2000 Bonus Points Offer Add \$915 to \$9... Single, Standard room: 1 Queen Standard Nonsmoking, Relax in Our Modern Room Fe rates provided by HRS	\$230.63 ** A\$243.80	Select

NASPO Hotel-Only Booking Self-Registration Guide



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.

Trip review and checkout

⚠ Flight segments must be ticketed by close of business on November 18.
Your travel selections include non-refundable fares. If your ticket is not used on or by the travel date(s) specified on your tickets, the unused portion may have no value after that date and/or after the flight has departed.
Please Note: APPLY, NON-REFUNDING, SHOW/VALID, SQ/MIL, CHANGE FEE/FEE APPLY.
Fares not guaranteed until ticketed.
Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Expand all | Collapse all

▼ Trip details

[Add to this trip](#) [Save as template](#)

▼ Hotel details

[Change this hotel](#) [Remove this hotel](#)

Singapore
4 nights

Holiday Inn Exp Clarke Quay
2 Magazine Road
Singapore, 056573 Singapore
Telephone: 65 6 5668000
Fax: 65 6 5936001

Check in: 2:00 PM
Mon, Nov 18, 2019

Check out: 12:00 PM
Fri, Nov 22, 2019

Company Preferred

Special Note: Including Breakfast, Free Wifi

Best Flexible Rate: 1 Queen Standard Non Smoking Relax In Our Modern Room Featuring Floor To Ceiling Window And 1 Comfortable Queen

Cancellation rules
cancel after 16:00 18 Nov forfeit entire stay

Guarantee rules
guarantee required

Deposit rules
deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

▶ Traveler details

▶ Billing information

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

By purchasing, I agree to the hazardous materials restrictions.

Start Over [Purchase Trip](#)

? **We're Here to Help**

CTM

8:00 AM – 5:00 PM Pacific

naspotravel@travelctm.com

1-800-631-7590

Fax: 206-674-4444

