

How to create a Christopherson Business Traveler Profile



University of Washington

Public research university

Step 1:

Please choose your department Link Below

UW IHME - <https://airportal.cbttat.com/enroll/UWA000>

UW Dean of Medicine- <https://airportal.cbttat.com/enroll/UWA002>

UW Student Clerkship - <https://airportal.cbttat.com/enroll/UWA005>

UW Department of Family Medicine - <https://airportal.cbttat.com/enroll/UWA006>

UW Department of Global Health - <https://airportal.cbttat.com/enroll/UWA009>

UW Bothell Campus - <https://airportal.cbttat.com/enroll/UWA011>

UW Social Work - <https://airportal.cbttat.com/enroll/UWA012>

UW Student Affairs - <https://airportal.cbttat.com/enroll/UWA017>

*University of Washington - <https://airportal.cbttat.com/enroll/7883>

* The above link is for generic UW profiles only- Please inquire with your UW travel manager when appropriate

Note: *Deactivated profiles need to be reactivated not recreated

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Step 2:

Validate you are utilizing your correct dept link

The URL will have the following format:

<https://airportal.cbtat.com/enroll/xxxx>

Followed by your company's account number ex:->13433.

Complete the entire form as these are **TSA** minimum requirements for [booking](#).

*Use your first, middle, and last name as they appear on your government-issued I.D.

*If you do not have a middle name, leave that field empty

*Airlines require you to provide your mobile phone number and work email

*Legal Gender and Birthdate

Click “Submit” and verify your phone number

*Airlines require cell phone for flight changes, delays and cancellations

A screenshot of the Christopherson web application showing a 'Request a new enrollment' form. The form is titled 'Request a new enrollment' and is part of the Christopherson system. It contains several input fields: 'Current Account' with a text box containing 'USANA1' and a link 'How to find your account number'; 'Full legal name as it appears on government-issued I.D.' with three text boxes for 'Legal first name', 'Legal middle name (optional)', and 'Legal last name'; 'Legal gender' with a dropdown menu; 'Date of birth' with a text box for 'MM/DD/YYYY' and a calendar icon; 'Mobile phone' with a text box for 'Enter phone number' and a US flag icon; and 'Email' with a text box. On the right side, there is a grey 'Continue' button and a white 'Cancel and close' button. A message box on the right states: 'We need some basic information to create your account. After completing this form, click "Continue" below, then we'll have you verify your mobile phone number for security. Once you do, your enrollment request will be sent to your travel manager for approval.' At the bottom, there is a link: 'By enrolling, you agree to the Terms and Conditions and Privacy Policy.'

University of Washington Travelers Profile continued

Step 3: (UW employees don't need to create a separate AirPortal password – just sign in with your UW NetID)

If your profile enrollment needs to be approved, they will get a notification email on AirPortal will state:

*Go to UW portal and click on the link to complete your travel profile.

Once your profile has been approved, the traveler will receive an email that their account has been activated. They may then logon to <https://app.cbttat.com> with their UW Net ID

NOTE: only enter the first part of your UW email when logging into your Net ID (ie., not @uw.edu)

AirPortal[®]

Email Address
employee

Remember me

Next

By signing in, you agree to the [Terms and Conditions](#) and [Privacy Policy](#).

[Forgot Password?](#)

All Systems Operational

W UNIVERSITY of WASHINGTON

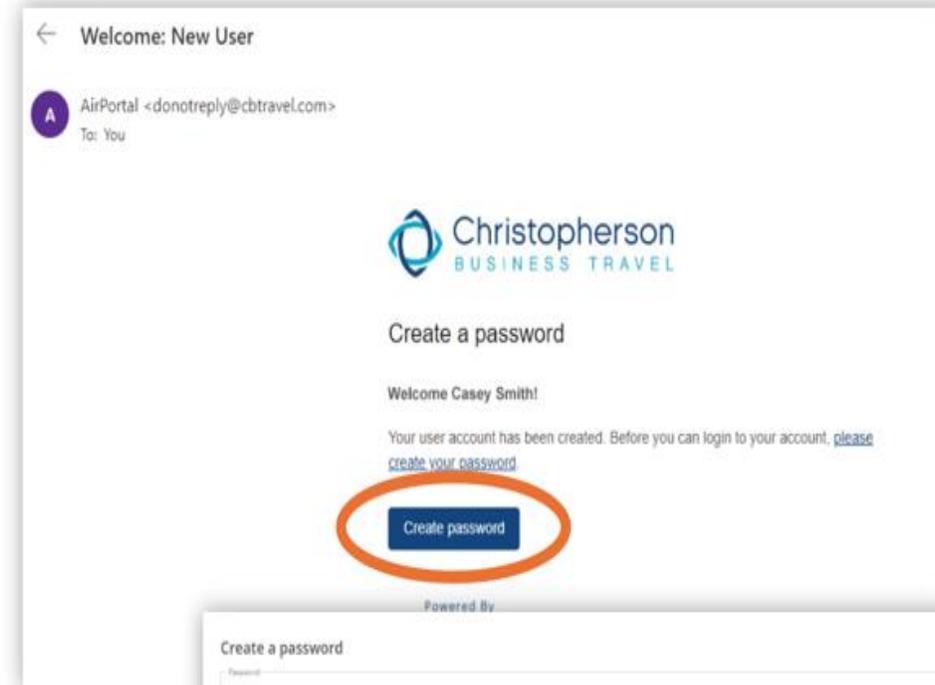
Please sign in.

UW NetID:
employee

Password:

[Forgot your password?](#)

Sign in



Create a password

Password

Forgot your password?

Sign in

Powered By

Creating a traveler profile continued – Two factor authentication required

Step 4:

Type in a new password and click “Continue” to verify your mobile phone.

You will then receive a text that you must enter into the verification code box in AirPortal

You will then be redirected to a screen that of required fields by your University.

After you are done filling out this information click “Continue to your profile”

The image displays two overlapping screenshots of the AirPortal user interface. The foreground screenshot shows a profile creation form with the following elements:

- AirPortal®** logo
- Text: "These fields are required to create your profile"
- Date of birth** field with a calendar icon and placeholder "MM/DD/YYYY"
- Legal gender** dropdown menu
- Department Name** dropdown menu
- Continue to your profile** button

The background screenshot shows a verification screen with the following elements:

- Text: "Verify that it's you"
- Text: "Enter the verification code sent to your mobile phone that you provided during enrollment."
- Verification code** input field
- and enroll** button
- Text: "bit to receive your code. yet? Resend a new code."

Finalizing a traveler profile continued- Personal Info Tab

Step 5:
Please finalize any supplementary information under the personal Info tab

*Please validate your full legal name matches the government identification and or matches your TSA Known Traveler number if applicable

- Work phone if applicable
- Address
- Emergency Contacts
- Click on Save

The screenshot shows the 'Travel profile' form with the 'Personal Info' tab selected. The form is divided into several sections:

- Basic Info:** Includes fields for 'Legal first name' (Abby), 'Legal middle name', 'Legal last name' (Guest), 'Suffix', 'Date of birth', and 'Legal gender' (Female).
- Contact Info:** Includes fields for 'PHONE' type (Mobile, Home) and 'Phone number' (801) 336-0215. There is a 'Remove' button for the second phone entry.
- ADDRESS:** Includes fields for 'Address type' (Home), 'Street address 1', 'Street address 2', 'Country', 'City', 'State/Province', and 'Postal code'.
- EMERGENCY CONTACT:** Includes fields for 'First name', 'Last name', 'Phone number', and 'Email'.

A 'Save' button is located in the bottom right corner of the form.

Creating a traveler profile continued – Travel Documents Tab

Step 6: Please enter your Travel documents information

- Known Traveler Number if applicable-TSA precheck
- Passport number
- Global Entry number
- Click on Save

The screenshot shows the 'Travel Documents' tab of a 'Travel profile' page for a user named 'Abby Guest'. The page has a navigation bar with tabs for 'Personal Info', 'Travel Documents' (which is selected), 'Travel Preferences', 'Payment Info', and 'Company Info'. The main content area is divided into three sections: 'Identification card', 'Passport', and 'TSA secure flight information'. Each section contains input fields for various details, including ID numbers, issue and expiration dates, and country information. A 'Remove' button is visible next to the passport section, and an 'Add another passport' link is provided below it. A blue circular 'Save' button is located at the bottom right of the form.

Travel profile Abby Guest

Personal Info **Travel Documents** Travel Preferences Payment Info Company Info

Identification card
REAL ID, driver's license, or any valid identification

ID # Country

Issue date Expiration date

Passport
Official passport or passport card

Passport # Issuing country

Issue date Expiration date [Remove](#)

[Add another passport](#)

TSA secure flight information
Known traveler number and redress number

Known Traveler Number (KTN) Redress Number

TSA PreCheck, Global Entry, NEXUS, SENTRI

[Save](#)

Creating a traveler profile continued – Travel Preferences Tab

Step 7:
Please enter your Travel Preference and Loyalty numbers if applicable

- Click on payment info and fill out your University approved payment type
- Car Company Preference and Loyalty numbers
- Hotel preferences and Loyalty numbers
- Click on Save

The image displays three overlapping screenshots of the 'Travel profile' form, specifically the 'Travel Preferences' tab. The form is titled 'Travel profile' and includes a user profile icon for 'Abby Guest'. The navigation tabs are 'Personal info', 'Travel Documents', 'Travel Preferences', 'Payment info', and 'Company info'. The 'Travel Preferences' section is titled 'Add your preferences to travel the way you want' and contains three main sections: 'Air preferences', 'Hotel preferences', and 'Car preferences'. The top screenshot shows the 'Air preferences' button highlighted. The middle screenshot shows the 'Hotel preferences' button highlighted. The bottom screenshot shows the 'Car preferences' button highlighted, with the 'Car company' and 'Loyalty member #' fields visible. The 'Car company' field is a dropdown menu with 'No Preference' selected. The 'Loyalty member #' field is a text input field. The 'Car type' field is a dropdown menu with 'No Preference' selected. The 'Car transmission type' field is a dropdown menu with 'No Preference' selected.

Creating a traveler profile continued – Payment Tab

Step 8:

Please click on Payment info tab and enter your company approved payment type

- Click on company info and select your Universities travel type from the drop-down menu
- Click on Save Button bottom right You are done !

The image displays two overlapping screenshots of a web application interface for creating a traveler profile. The top screenshot shows the 'Payment info' tab, which includes a 'New card' section with input fields for 'Name on card', 'Card number', and 'Expiry date', and a 'Default card for' section with radio buttons for 'Plane tickets', 'Car rental', 'Rail tickets', and 'Hotel reservations'. The bottom screenshot shows the 'Company info' tab, featuring a dropdown menu for 'Add Card' with 'DEFAULT TRAVEL CLASS' selected, and a blue 'Save' button in the bottom right corner.

Updating your traveler profile

Step 0:

If you have to go back and modify

- Click on your name top right corner and select view travel profile
- Please note if your loyalty numbers and travel/passport information is not in the profile, and you call full service to book, this information will be entered in your booking but not saved in your profile. The traveler needs to input the information themselves to be saved.
- Email: onlinesupport@cbtravel.com for profile errors or issues copy your Customer Success Manager and Account Team.
- Thank You

