

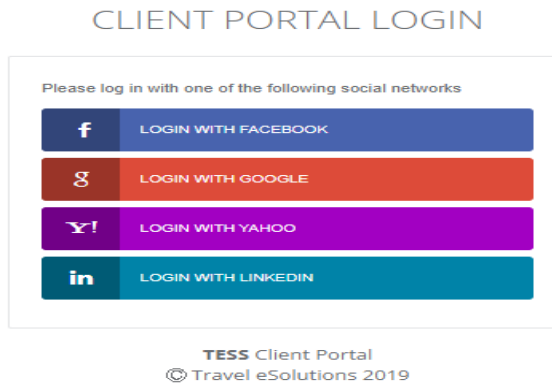


TESS Client Portal

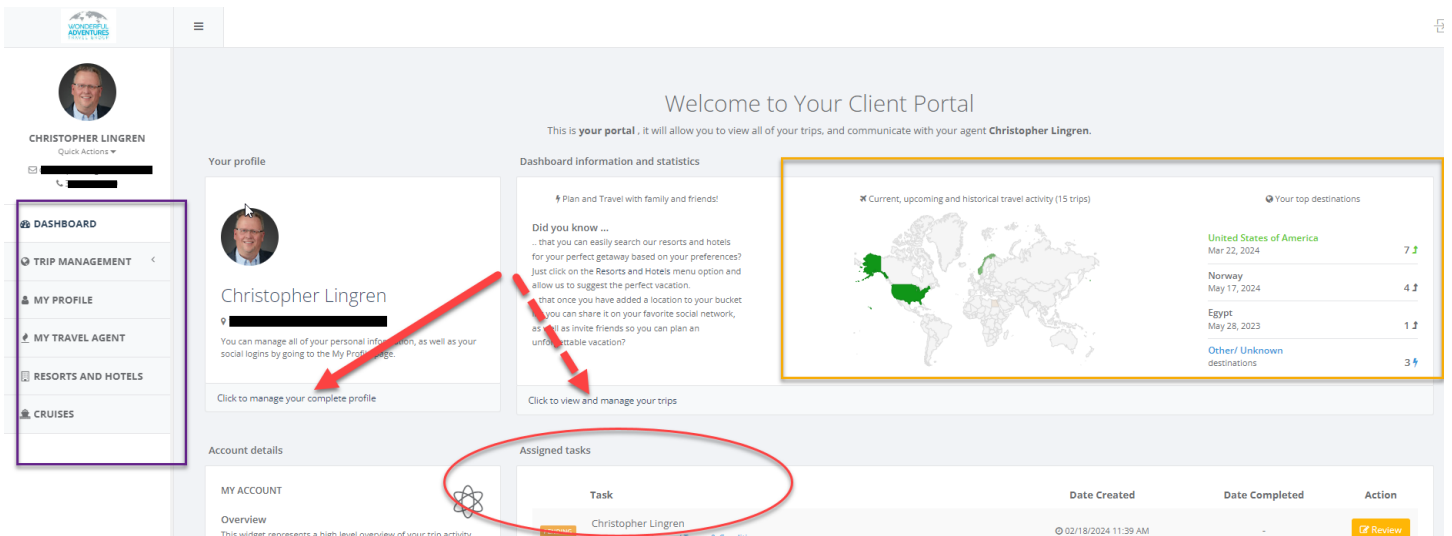
powered by Travel eSolutions

A Step-by-step Guide

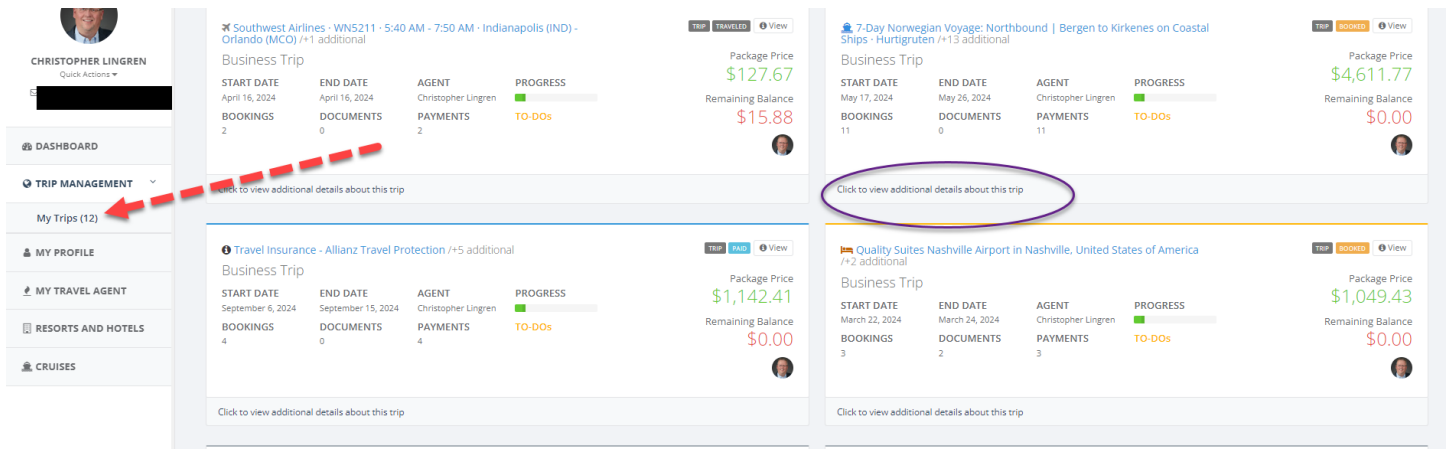
When activate the Client Portal, you will first see something like this. Simply choose the method you want to use to access the Client Portal.



Once you are in the portal, you will see your **DASHBOARD**, which is your personal profile with our agency. There you'll see assorted personal information which you can update as you need to, as well as **TRIP INFORMATION**, and **ASSIGNED TASKS** that we need your help in completing for each trip.



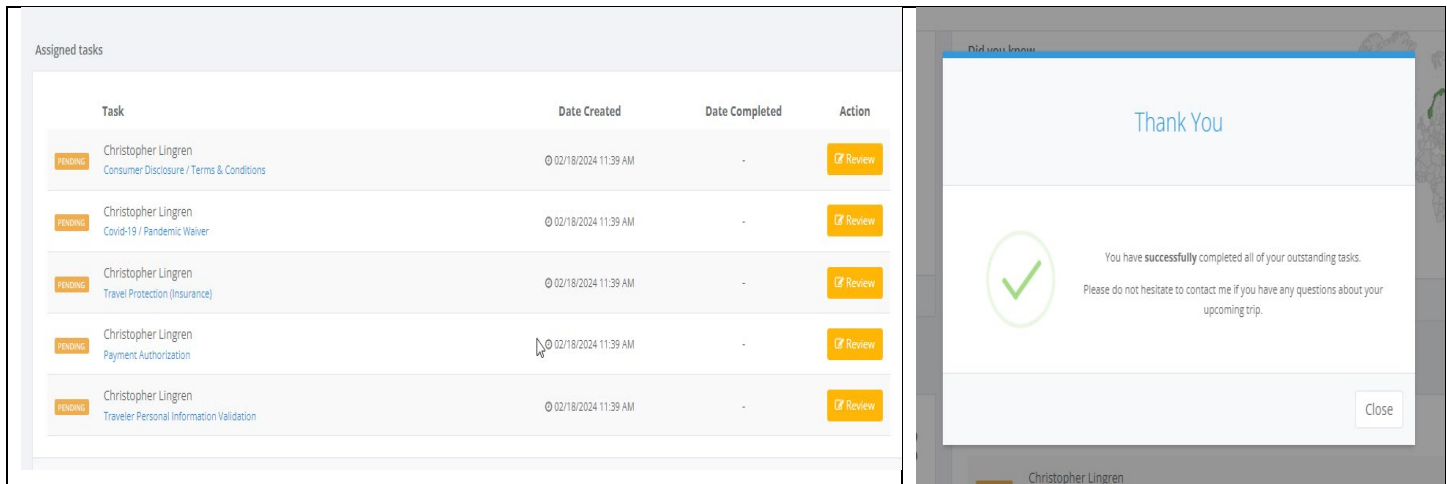
When you have trips reserved, they will show up on your Dashboard, both in the column on the left side of the screen, and as individual sections of the dashboard on the right.



Each trip will have specific tasks that need to be completed. **The following items must be completed for each trip:**

- Verifying personal information
- Terms & Conditions
- Consumer Disclosure
- Pandemic Waiver
- Travel Insurance (accept or waive)
- Payment Authorizations

These will show up on your dashboard, and will not go away until you complete them. *Note that your WATG agent will not be able to release the final documents to you until these have been completed.* Once completed, you will receive a notification with the image below on the right.



To create a **PAYMENT AUTHORIZATION**, go into the Trip Details, and look on the right side for the green box that says **PRE-APPROVE PAYMENT**. Click that and enter the details. You will be asked for the amount to pay, the date you would like it to be processed, and the card information. The system will NOT ask for the 3- or 4-digit security code of your card. That must be provided separately. This is for your security, and our PCI Compliance. Once the payment authorization has been submitted, it will send us an email to process the payment on your behalf.

Business Trip

Please review your trip details, and contact us if you notice any discrepancies.

Start date
April 16, 2024
End date
April 16, 2024
Agent
Christopher Lingren



Bookings and Payments

BOOKINGS	PAYMENTS	TOTAL PACKAGE PRICE	REMAINING BALANCE	Pre-approve payment
2	2	\$127.67	\$15.88	
Booking Number	Price	Payment Date	Amount Paid	Balance
4ORUU4 Southwest Airlines		Flights + Early Bird Final payment is due on 03/25/2024		
ITEMIZATIONS - pricing breakdown for booking 4ORUU4/ Southwest Airlines				
Package Price	\$61.20	-	-	-
PAYMENTS - payments applied toward booking 4ORUU4/ Southwest Airlines				
Christopher Lingren/ Payment made through vendor's direct cc link	-	03/25/2024	\$61.20	-
SUBTOTAL	\$61.20	-	\$61.20	\$0.00
K82637616F9 Hertz		Rental Car + Insurance Final payment is due on 04/12/2024		
ITEMIZATIONS - pricing breakdown for booking K82637616F9/ Hertz				
Package Price	\$66.47	-	-	-
PAYMENTS - payments applied toward booking K82637616F9/ Hertz				
Christopher Lingren/ Pre-paid rental car (insurance to be paid at the counter)	-	04/12/2024	\$50.59	-
SUBTOTAL	\$66.47	-	\$50.59	\$15.88

Payment Pre-Approval

Please select the method of payment you would like to use for this pre-approval, as well as the amount to be charged, and the date you would like the charge to take place on.

Credit/ Debit Card

Amount to be Charged *

Amount You Authorize to be Charged

Requested Payment Date *

Requested Payment Date

Additional Notes

Your Signature

I confirm that the above information is accurate to the best of my knowledge. If I used a credit card as a method of payment, I authorize the above credit card to be charged in the amount shown for deposit, final payment, and other charges I may authorize verbally for this travel package. Insurance payments received are NON-REFUNDABLE. All airfare is NOT guaranteed until paid for and ticketed.

Full Name *

Full Name

Sign above

Sign Name

Clear

Additional information about your trip can be found in the TRIP DETAILS section, including the ability to see the assorted documents associated with the trip booking(s), whether a few or many, we store everything here so you have access to them too.

There's also a trip **ITINERARY** tab, where you can view the overall trip itinerary as it is currently crafted. (Note that some components might be booked and added at a later date, and therefore won't be in the itinerary just yet). If anything additional does get added later, we'll add it there, and before departure, you'll have a full version of the itinerary to take with you either by phone or on paper, or both!

The screenshot shows the 'Regular Trip' page for an 'Anniversary' trip. The 'Itinerary' tab is selected and highlighted with a red dashed arrow. The 'Documents' section on the right lists several PDF files, including a credit card authorization form, helicopter tour confirmation, railroad package confirmation, Alaska Glacier Lodge reservation, and a Hertz car reservation. A 'Pre-approve payment' button is visible in the 'Bookings and Payments' section.

Document Name	Size
Best_Credit Card Authorization Form - 040224.pdf	252.61 KB
Best_Helicopter Tour - #217241668.pdf	182.02 KB
Best_Railroad Package Confirmation-ARR654201.pdf	163.63 KB
Best_Alaska Glacier Lodge Reservation #AGL-2582-10110896.pdf	162.82 KB
Best_Hertz Car Reservation - #B161066984.pdf	159.47 KB

The screenshot shows the 'Regular Trip' page for an 'Anniversary' trip, with the 'Itinerary' tab selected and circled in red. The 'Itinerary At a Glance' section lists various activities and travel segments, including flights from Indianapolis to Seattle, hotel stays in Fairbanks, Denali National Park, and Anchorage, and train rides. The 'Complete Itinerary' section on the right shows a world map with a flight path from Indianapolis to Seattle, along with flight details for the departure and arrival.

Activity	Date	Time
Indianapolis (IND) - Seattle (SEA)	August 21, 2024	7:00 AM - 8:38 AM
Springhill Suites by Marriott Fairbanks	August 24, 2024 - August 25, 2024	
Denali National Park	August 23, 2024 - August 25, 2024	
The Lakefront Anchorage	August 27, 2024 - August 31, 2024	

Within the Client Portal, you can do other things too, such as sending us messages, searching through cruises, resorts & hotels for possible future trips, and seeing your travel history with us. Future enhancements may provide even more! We look forward to getting to know the Client Portal and maximizing it to your benefit between now and your trip departure. Along the way you will be receiving a few automated email reminders, as well as information from us.

QUESTIONS? Be sure to reach out to your WATG travel advisor. They will be more than happy to