



Quick Start Guide

Self-Registration Instructions

Enroll today by clicking on the sign-up link below (You MUST use your company email address)

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

1. Enter your information & click "Join Now"
2. Check your email for the Verification
3. Email & click "VERIFY YOUR EMAIL"
4. Fill in company department & Click "Save"
5. Welcome to the main booking page

The screenshot shows a registration form on the right side of a travel booking page. The form is titled "Welcome aboard!" and includes fields for first name, last name, Coretrust, phone number, work email address, and password. A "JOIN NOW" button is at the bottom right. The background shows a search interface with "Where can we help you go?" and various filters like Roundtrip, One Way, Multi-City, From, To, Depart, Return, Passengers, and Cabin.

We've Sent You a Confirmation Email



Click verification link in your email to complete your registration

Did not receive your email yet? Please [contact us](#)

SIGN IN

Please complete your registration

The screenshot shows the registration form with pre-filled information: first name "Julie", last name "Tsmart", phone number "+1417-555-1234", and email "j.tsmart@tsmart.com". There are dropdown menus for "department *" and "manager's name *". A "SAVE" button is at the bottom right.

SAVE

Setting Up Your Profile

- By clicking on your name (top right side) you have access to 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

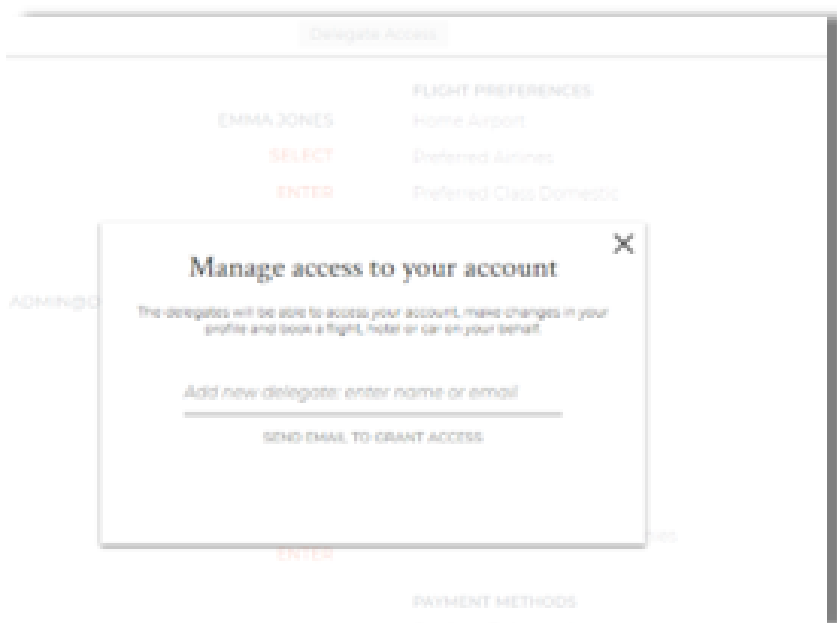
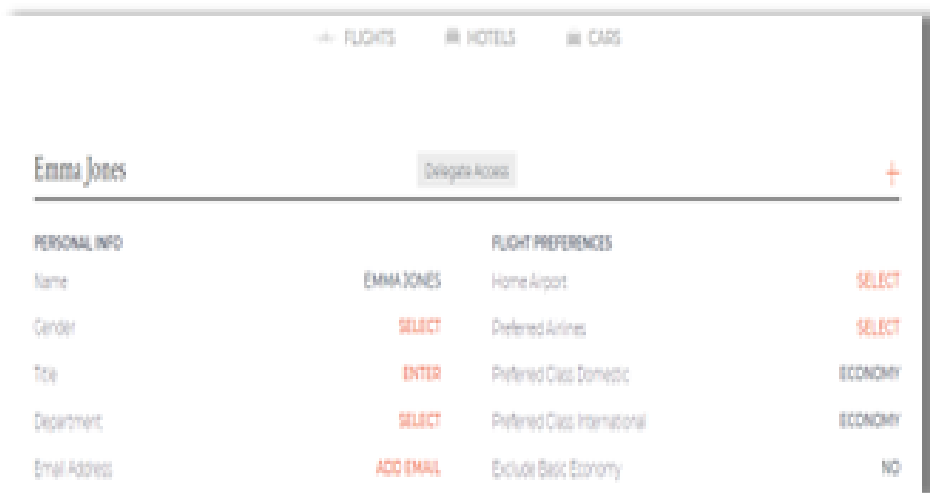
Sam Smith +

MY ACCOUNT		FLIGHT PREFERENCES	
Email	ONRIVADEMO@IMPLEMENTATI...	Home Airport	ENTER
	CHANGE PASSWORD	Frequent Flyer Program	SELECT
PERSONAL INFO		Preferred Class Domestic	ECONOMY
Name	SAM SMITH	Preferred Class International	ECONOMY
Gender	SELECT	Exclude Basic Economy	NO
Title	ENTER	Seat Preference	SELECT
Department	EMPLOYEE	Meal Preference	SELECT
Manager	NONE	HOTEL PREFERENCES	
Email Address	ADD	Hotel Loyalty Program	SELECT
Business	EMAIL@YOURCOMPANY.COM	CAR PREFERENCES	
Phone Number	ADD	Car Rental Loyalty Program	SELECT
Work	+1 804 317 1302	PAYMENT METHODS	
Passport	ENTER	Credit or Debit card	ADD
Home Address	ENTER		
Date of Birth	ENTER		
Known Traveler Number	ENTER		
Address Number	ENTER		
Emergency Contact	ENTER		

Granting Delegate Access

Granting delegate access will allow another user within your organization to book on your behalf.

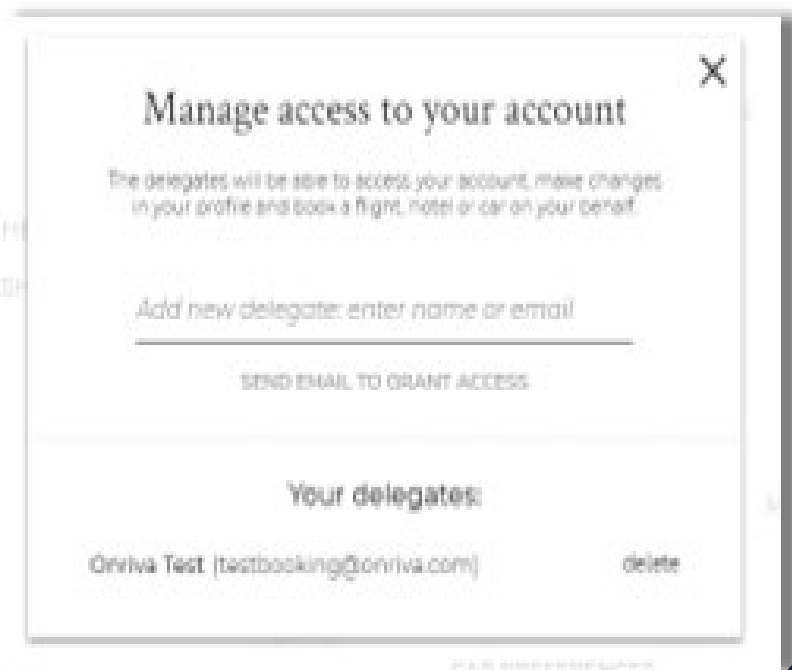
1. On the profile page, click the gray box labeled 'Delegate Access'.



2. Type in the name or email address of the person you are granting permission to.
3. Click on the link 'Send Email to Grant Access'.

4. Delegate receives an email they can book on your behalf.

To remove a delegate, click 'delete' next to the delegate name.



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 passengers, 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 preferred airline and provider
 2. Use the 'Sort by' option to view by *Recommended, Price, Duration, Departure, and Arrival*
 3. View fare 'Details'
 4. Select fare type of outbound flight and click on Select
 5. Select fare type of return flight and click on Select, heading to the check-out page

The screenshot shows a flight search results page for SFO to ORD and back. The interface includes a sidebar for filters, a main results area with flight cards, and a 'Sort by' dropdown. Numbered callouts highlight key interactive elements: 1. Onriva Fare Filters sidebar; 2. Sort by dropdown; 3. Flight details for the outbound leg; 4. Fare type selection for the outbound leg; 5. Flight details for the return leg.

Last step to complete your booking:

- Add the traveler's information and payment details if not stored in the profile.

And Click

BOOK NOW

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

Travelers Mona Behjati

Passenger 1 (Adult)

male female

Mona _____ middle name _____ Behjati _____

03/04/1985 _____ known traveler number _____

United Airlines _____ frequent flyer number _____

issuing country _____ passport # _____

expiration date _____

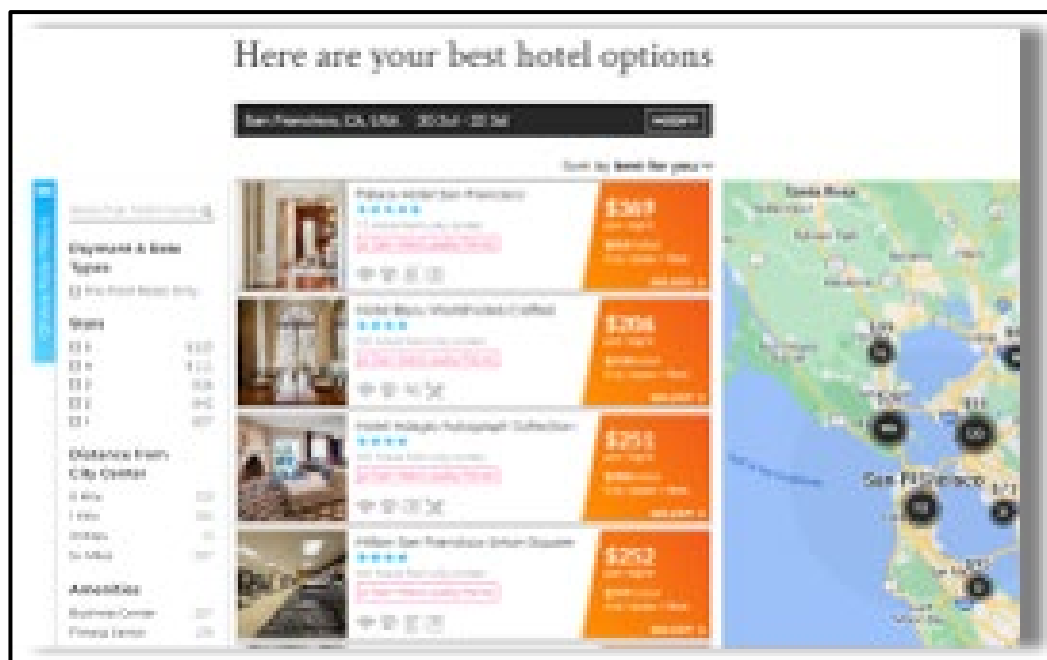
Searching Hotels

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

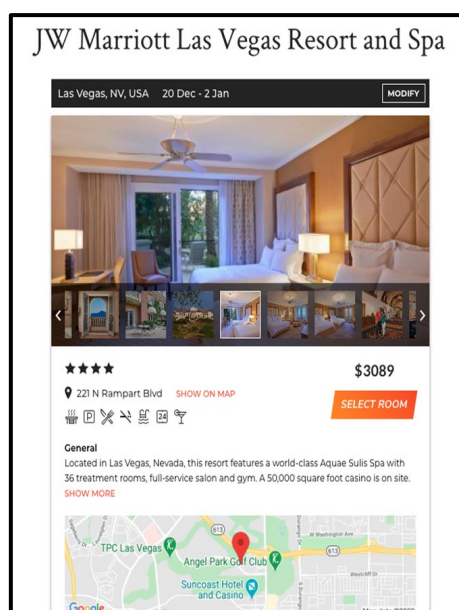


After selecting your hotel

- View Hotel Amenities
- Select room type

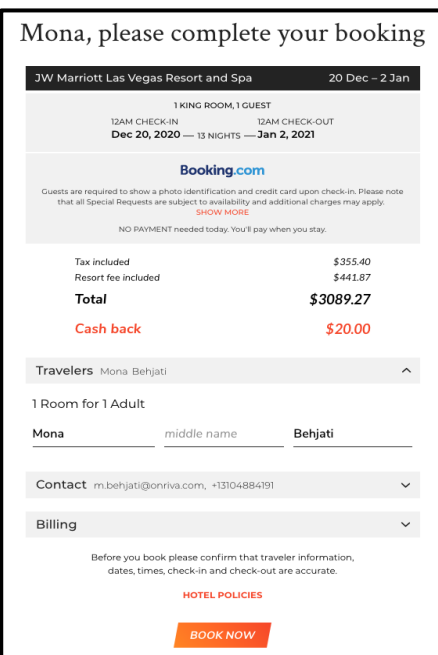
Last step to complete your booking:

- Add the traveler's information and payment detail if not stored in the profile



- **And Click**

BOOK NOW



Searching Cars

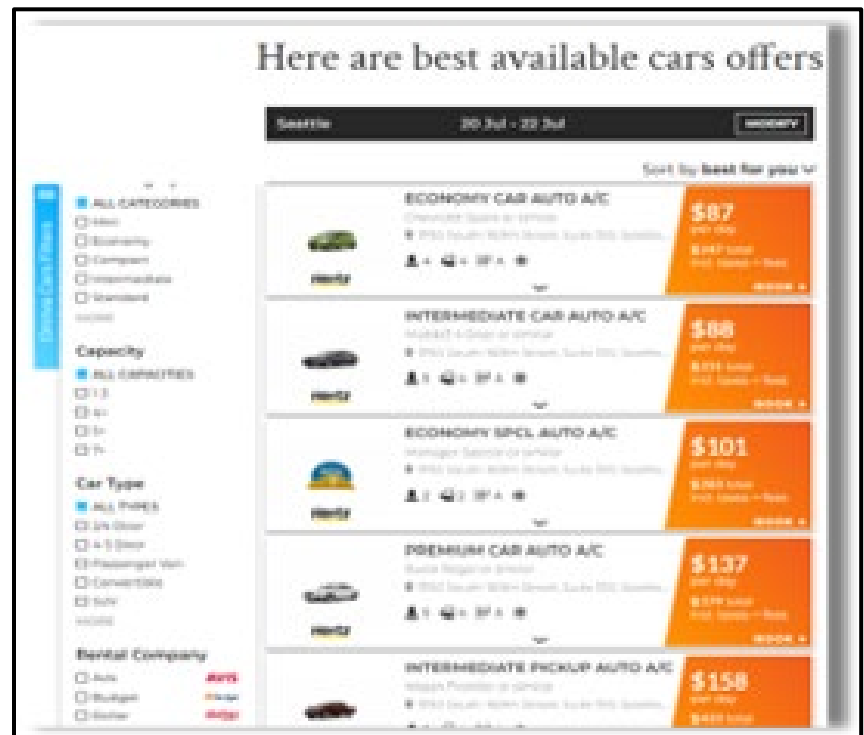
Begin Your Search

- 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 traveler's information and payment detail if not stored in the profile.

- **And Click** 

Getting Assistance

Travel easy with HealthTrust Travel powered by Onriva Customer Support

-  24/7/365 - Online chat (available on the bottom right of all screens)
-  +1 866 317 1303 or 1-415-318-2606
-  support@onriva.com

Planning a complex trip or have no time? Call us and we'll take care of your booking.
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.