

Signing In

Before you can begin using the GetThere Online Booking System to make travel arrangements and manage your traveler profile, you must first sign in to the GetThere system.

Connect to the internet, open a web browser, and navigate to

<http://wcp.getthere.com/marathoncorporate>

Registered Users

1. Sign in with your user name and password.

Non Registered Users

1. Click on **Create Account** (under the red Log In button).
2. Contact Business Travel Services for the Site ID and the Password Key
3. Complete the account creation steps including the first time log in step listed below.

Managing Your Personal Profile

UPON FIRST TIME log in please click on **Profile** along the left side of the page. Then complete the Personal Information section before making an online booking.

Your personal Traveler profile contains information that the GetThere Online Booking system uses to provide you with search results that best meet your needs. Storing all of your travel preferences in your profile and keeping it up to date helps the GetThere system give you the travel booking experience you want to have.

Click the following links to modify specific parts of your personal profile:

- **Personal Information:** Edit your name, address, phone number, and miscellaneous personal information.
- **Change Password:** Change your current password to a new password.
- **Credit Cards:** Add, modify, or remove charge card information.
- **Email Settings:** Edit the e-mail address for yourself and others who receive copies of your itinerary.

- **Frequent Traveler:** Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
- **Passport & Visas:** Add, modify, or remove passport and travel visa information.
- **Flight, Hotel & Car Preferences:** Edit your preferences for airlines, seat selection, meal types, and special requests. Edit your preferences for hotel chains and special requests. Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
- **My Travelers:** Add or remove users for whom you arrange travel.
- **My Arrangers:** Add or remove users allowed to arrange your travel.

Working as a Travel Arranger

As a travel arranger, you can book travel for other GetThere users and you may also be able to modify their profiles with their permission.

After you have added the travelers to the **My Travelers** section of your profile; on the Travel Arranger Portal page select the traveler you would like to book for from the list.

For more information on working as a Travel Arranger, please contact Business Travel Services.

Searching for and Purchasing Flights

Specifying Your Flight Search Criteria:

1. Specify how you would like to search for a flight by selecting the following options: **Roundtrip, One-way or Multi-Destination** and **Shop by Schedule, Shop by Price**
2. Enter departure and destination information. Be sure to specify leave or arrival times.
3. Review other search criteria and select your preference from the option lists.
4. Click **Search** to display the flight search results page.

Note: You may toggle between **Shop by Schedule** and **Shop by Price**.

5. Click **Select** next to the flights that meet your requirements.

Shop by Schedule: you will build your own itinerary and will be shown the price of that itinerary and all lower priced options. If there are lower priced options available and they meet your requirements, you may click **Select** next to that itinerary.

Shop by Price: A pricing matrix will be displayed along with a list of corresponding flight options.

After you have made your flight selections, you will then be directed to the seat selection screen.

Searching for and Reserving Hotel Rooms

Specifying Your Hotel Search Criteria:

1. Leave the Air, Hotel and Car boxes checked on the home page.

-OR-

To reserve a hotel only (no flight or car), uncheck the air and car boxes and fill in the city and dates for the hotel search and click **Search**.
2. Enter the **Airport, city or address**
3. Enter any optional search criteria you want to specify, such as distance, specific hotel names, and amenities.
4. Sort by **Distance, Preferred hotels** or **Price**

Reserving Hotel Rooms:

After you've specified your search criteria and the GetThere system has displayed the hotel options that match your criteria, you can select and reserve the room you want to stay in.

1. Locate a hotel that meets your requirements and click **View Rates**.

Note: If location is important to you, you may click **view hotels on map**

2. Click **Select** next to the desired rate you would like to book.
3. View any details and the cancellation policy if provided and select any **Special requests** before clicking on **Book Room**

Searching for and Reserving Rental Cars

Specifying Your Rental Car Search Criteria:

1. Leave the Air, Hotel and Car boxes checked on the home page.

-OR-

To reserve a car only (no flight or hotel), uncheck the air and hotel boxes and fill in the city, dates and times for the car search and click **Search**.

2. Click the **Airport** or **Address** button.
3. Enter the required search criteria and click **Search**.

Note: Special requests will not affect the search results. A message will simply be sent to the hotel with your specified request.

Reserving Rental Cars:

After you've specified your search criteria and the system has displayed the rental cars that match your criteria, you can select and reserve the car you want to rent.

1. On the Select a Car page, locate a car that meets your requirements.
2. Click **Select** on the desired rate you would like to book.

Purchasing Itineraries

After you've found all the availabilities you want to purchase and have added them to your itinerary, you can purchase your itinerary.

1. Review and Modify Trip

Double-check all itinerary details for accuracy.

2. Traveler Information

Enter any special requests and frequent traveler numbers.

3. Billing Information

Verify the delivery information

Select a form of payment for the flight and hotel from the drop down list. Select temporary card to use a card not contained in your company's profile or your personal profile.

Enter additional email addresses for confirmation delivery.

Fill in additional information requested by your company

Send a note to Business Travel Services in the general needs and special requests field.

Click **Purchase Trip**

After the reservation is processed, the Reservation Complete screen will display.

Note: At the bottom of the reservation complete screen travel arrangers have the option to duplicate the reservation for another traveler in their list.

Trips

Access the following trips for yourself or other GetThere users you have arranged travel for:

- **Active Trips**
- **Past Trips**
- **Canceled Trips**

Templates

Creating templates for frequent travel:

1. Click on **Manage Trips**. You may create a template from any of the following trips: active trips, past trips or canceled trips
2. Click **Select** next to the trip
3. **Name** and **Save** the template on the right side of the page.
4. To access templates you have created, click on **Templates** on the home page.

Note: You may also acquire templates from other GetThere users.



GetThere Quick Start Reference Guide



Contacting Support


Traveler Support and Technical Support

877.214.8654

-OR-

businesstravelservices@aig.com

Online Help

To view the GetThere online booking tool's help system, click  [Help with this page](#), in the upper right corner on any page during the booking process.