nexonia

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LOGGING INTO NEXONIA TRAVEL

- To access your company's online booking website go to: https://travel.nexonia.com or to the specific URL given to you by your company.
- Enter your information in the following fields: **Company Name, Member ID & Password** (*Your login credentials will be provided by your Travel Manager or Online Administrator)*
- Click **Login**. *We recommend entering your profile information once you log into the system to ensure proper use of the tool.*
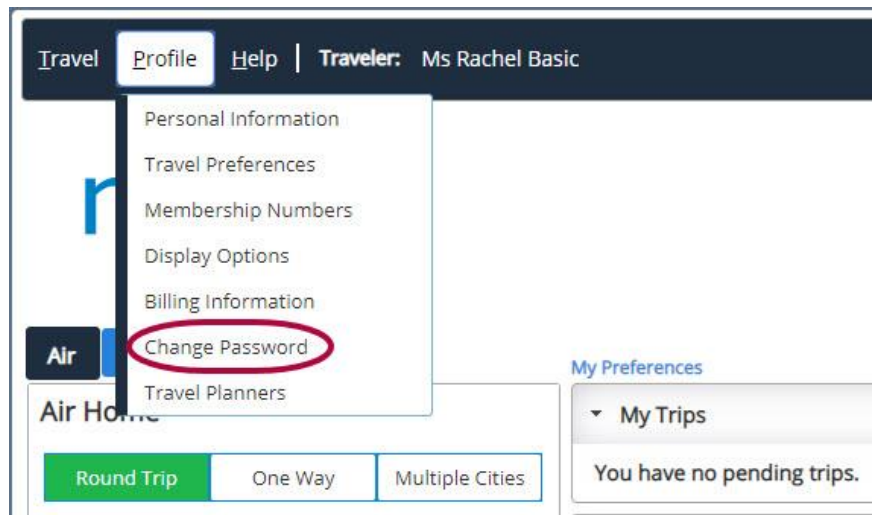
LOST PASSWORD

- If you cannot remember your password to log into your company's online booking website, go to: https://travel.nexonia.com
- Click the **Lost Password** link.

- On the **Lost Password** form enter:
  - **Last Name**
  - **Email**
  - **Company Name**
- Click **Go.**
- If you have a valid email address saved within your profile and the information you submit matches what we have on file, you will receive an email with your login information.

RESET MY PASSWORD

- Once logged in, hover over **Profile** from the Main Menu on the top of your Home Page.
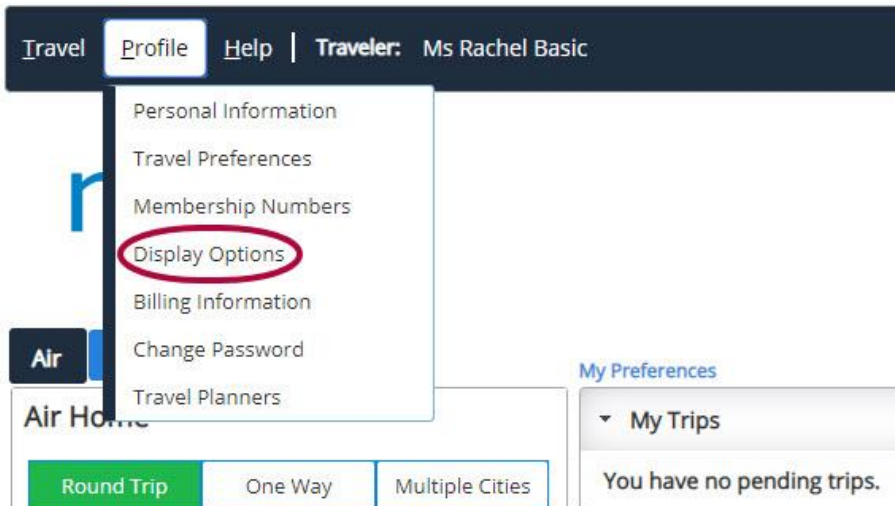- Select **Change Password** in the drop-down list.

- Enter your **Current Password, New Password** and **Verify New Password.**
- Click **Save**.
- You will see a *Password changed successfully* message pop up.

PROFILE AND PREFERENCES
DISPLAY OPTIONS

- To change your display options, hover over **Profile** from the Main Menu on the top of your Home Page.
- Select **Display Options** in the drop-down list.

- The **Display Options** page will open. Here you can update your preference on *Date/Time/Distance Format, Preferred Language, Currency Format, Hotel Mapped Options, Number of Car/Air Results per page*.
- Once you choose your preferences, click the **Save** button

ASSIGN MY TRAVEL PLANNER

- Once logged in, hover over **Profile** from the Main Men on the top of your home page.
- Select **Travel Planner** in the drop-down list.
- Click the link for **Add New Travel Planner**
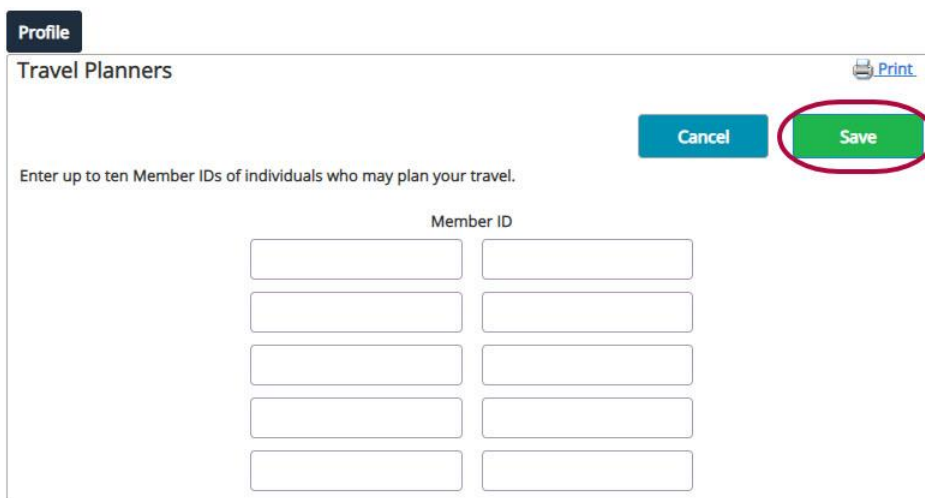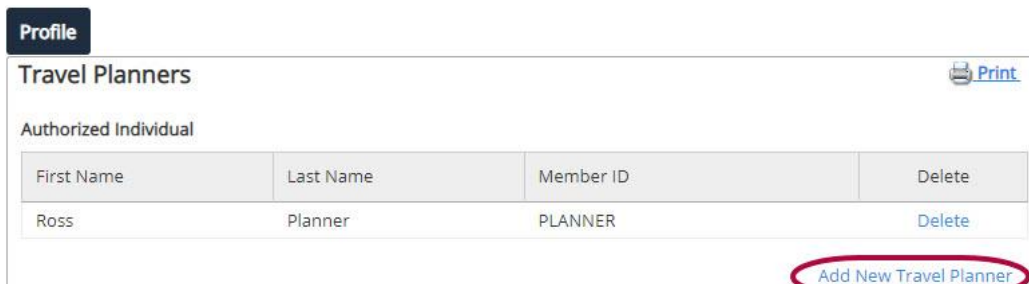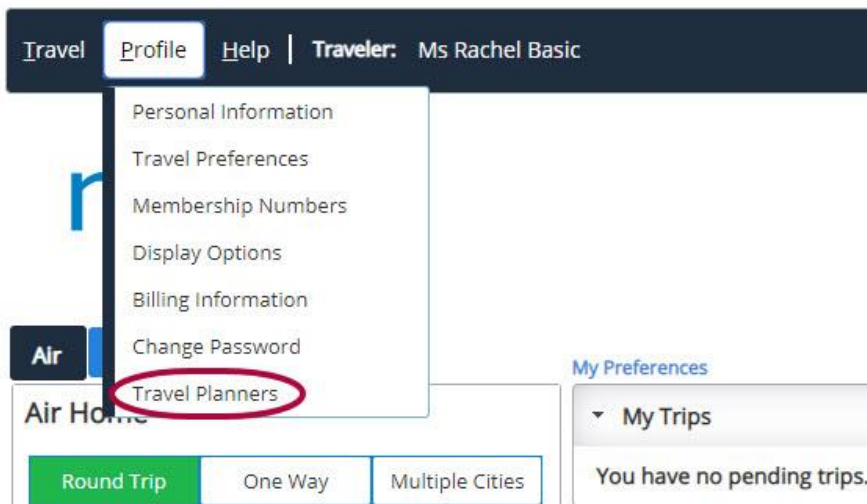
- Enter the **Member ID(s)** for anyone you would like to plan your travel. *There is no limit on how many Travel Planners that can be entered.*
- Click **Save**.

SWITCH TRAVELERS

- Hover over your name within the Main Menu header on the top of your home page until the drop-down list appears.
- If the traveler doesn't appear in the list, click on **Select Another User**.
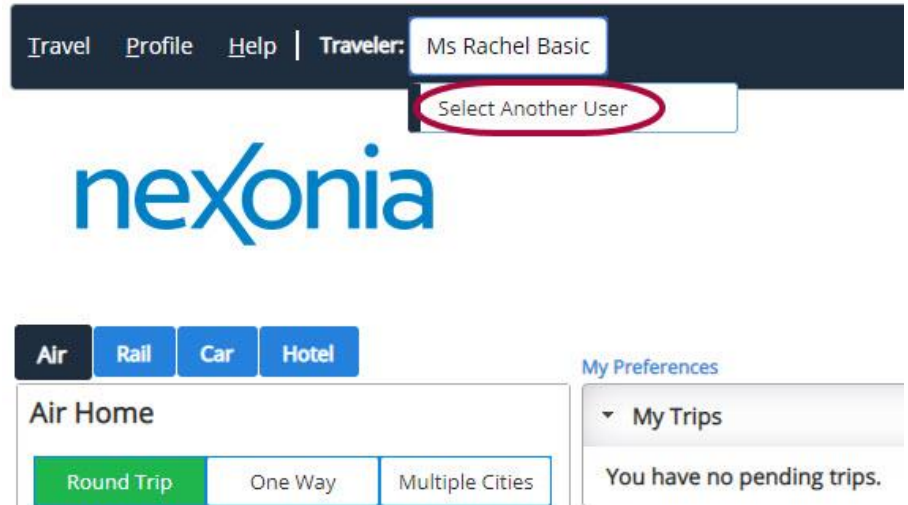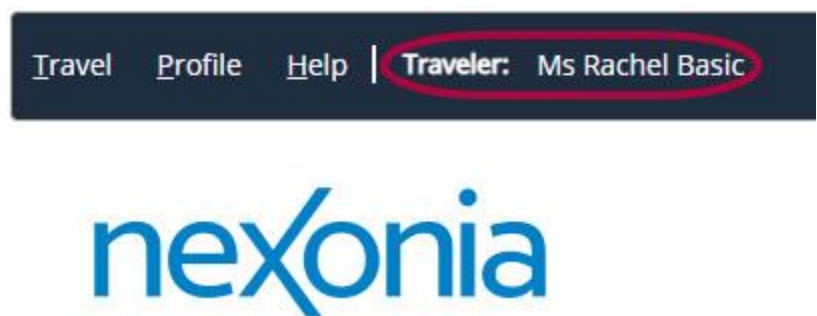

- Enter the **Member ID, First Name or Last Name** to access that traveler's Profile.
- Click **Search**.

- Select the Traveler's name from the list you wish to switch to.
- Once selected, that Traveler's name will appear in the Traveler section within the Main Menu header on the top of your home page.
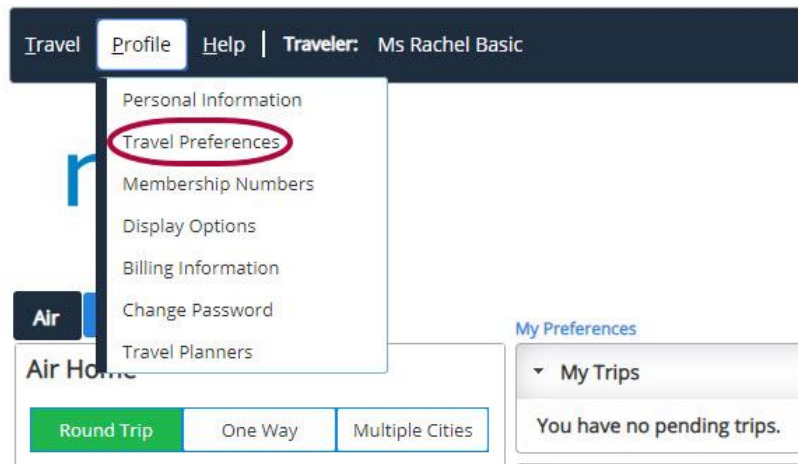
UPDATE TRAVEL PREFERENCES

FOR A SINGLE TRIP:_

- On the home screen click on any of the **My preferences** links to apply to the single trip you are booking.

- Select the various Travel preferences under Air, Rail, Car, or Hotel that you have available. *Save is not necessary here as the selection is only for a single booking.*

WITHIN PROFILE:

- Once logged in, hover over **Profile** from the Main Menu on the top of your home page.
- Select **Travel Preferences** in the drop-down list.

- Select the various Travel preferences under Air, Car, or Hotel that you have available.
- Click **Save**.

ADD/UPDATE MEMBERSHIP NUMBERS

- Once logged in, hover over **Profile** from the Main Menu on the top of your home page.
- Select **Membership Numbers** in the drop-down list.

- The Membership Numbers page will open. Here you can add your membership and/or loyalty numbers for airlines, cars, and hotels.
- Click the **Add New (Air/Car/Hotel) Membership Number (Loyalty Association)** link.

- Select the **Airline** (Car or Hotel) Vendor, input your **Membership Number** and **Status Level**.
- Click **Save** to complete adding or updating your Membership information.
- To edit, go back to the prior screen and click the **Edit** link next to the appropriate number you previously saved.

BOOK A TRIP

- Once logged in, select the appropriate travel button for One Way, Round Trip, or Multiple Cities.
- Fill out the From and To fields with the city or Airport Code.
- Select the Date from the calendar and the Time from the drop-down list.
- If you'd like to include a car or hotel in your search, check off the appropriate selections.

If you choose to include a Car or Hotel, the option for "based on air search criteria" will show up. By un-checking this box, you will be able to customize your search for these pieces.

COMPLETE OPTIONS OR LEG BY LEG

- Once you click the Search button, your results page will open up with all your travel options. *Your results may include flights to/from nearby airports based on your travel preferences. Also Note: if you hover over the airport code, the entire airport name will appear.*
- Complete priced itinerary options are available via the Air Matrix to add to your shopping cart.
- Alternatively, you may choose to build your own priced itinerary via the leg by leg tab options.
- Click the **green price button** to continue.

INCLUDE CAR AND/OR INCLUDE HOTEL OPTION:

- The Car Availability page will now open.
- You can either click the **Continue Without Car** button or select the car rental vendor you prefer and **Add to Cart**.

- The Hotel Availability page will now open.
- You can either click the **Continue Without Hotel** button or select the hotel you prefer and click **Show Rates** to choose your room preference.
- Click **Add to Cart** if you want to include it on your itinerary.

- Review your itinerary choices in the shopping card. Here you can:
  - *Name your trip*
  - *Save your research*
  - *View more options*
  - *View rules*
  - *View any warnings*
  - *View the seat map*
  - *Cancel & restart search*
  - *Remove Car or Hotel options*
- Once reviewed, click the **Purchase** button. *Based on your company settings, you may have the option to Reserve (HOLD) your trip as well. This means your trip will be saved to go to ticketing a later time.*

**These buttons have the ability to be customized based on your company's preferences and therefore may be labeled differently than what is on the document.

Purchase Summary

Trip Name:

[ ]

Save Research

Cost Summary
Rates are approximate & subject to applicable taxes/fees. Car & Hotel rates are based on first day/night charge. View Rules for more details or contact your travel administrator. Additional Airline baggage fees may apply. Details here.

Airfare: **628.40** USD
✓ Penalty: View Rules
Estimated Car Cost: **179.11** USD
Estimated Hotel Cost: **1502.97** USD
Estimated Total Trip Cost: **2310.48** USD

Purchase

Add Car   Add Hotel

GUEST OR VARIABLE BOOKINGS

- Depending on your company settings, you may have the ability to book on behalf of a Guest Traveler (Variable Traveler).
- Once logged in, hover over your name within the Main Menu header on the top of your home page until the drop-down list appears. Select **Guest Traveler**.

- **Guest Traveler** should now appear in the Traveler section within the Main Menu header on the top of your home page.
  In some instances, pending company preference, the Profile section may be disabled. Guest Travelers do not have a profile, so the information housed there will not be saved or transfer through to the booking.

- Follow the previous steps to book the trip on behalf of a Guest (Variable) Traveler.
- Upon clicking the Purchase button, you will be required to fill out the Variable Traveler Information form with your contact and TSA information in order to complete the booking. Once you fill out all mandatory fields, click **Continue** to complete the booking process.

ACCESS A TRIP

- Once logged in, hover over **Travel** from the Main Menu on the top of your homepage.
- Select **Access a Trip** in the drop-down list.

• The Trip List tab will open. Click the **View** link from the Pending Trips list next to the trip you wish to display or modify.

- Click **Modify** in the shopping cart to adjust your air, car, or hotel segments.
- Choose the Reserve or Purchase button once your choices have been finalized.

**Please note that if you want to access a trip for a guest traveler, you will need to switch to Guest Traveler prior.

CANCEL A TRIP

- Follow the directions to Access a Trip. *(Travel Menu > Access a Trip > View)*
- Hover over the **Itinerary Actions** link.

- Select the **Cancel Reservation** option to cancel your trip.
  You may receive a warning regarding a cancellation fee, if you accept, click OK.

COPY A TRIP

- Once logged in, hover over **Travel** from the Main Menu on the top of your home page.
- Select Access Trip in the drop-down list.
- Click the Copy link next to the trip you would like to duplicate. *Trips eligible to be copied are all Pending Trips (Reserved, Purchased, or Ticketed). If a trip is not eligible to be copied, the Copy link will be disabled.*

- The **Copy Itinerary** tab will open.
- If the logged in User has the right to select another traveler, they will be prompted to do so at this time by filling out the **Member ID, First Name**, and **Last Name** or they can click the **Keep Current Traveler** link.

- The selected copied trip information will be auto-populated and asked to be confirmed before searching. Once you do so, click **Continue**. Confirm the additional copied trip itinerary and click **Search**.
- Your shopping cart will open and you can now continue to book or edit your trip prior to Reserving, Purchasing, or Saving.

ALTERNATE OPTION

- If you would like to immediately copy a trip upon creation, click **Itinerary Actions** on the specific itinerary you would like to duplicate.
- Select **Copy Trip** in the drop-down list.
- The same **Copy Itinerary** tab will open, as it did in the previous option of copying a trip.
- To continue, the same steps can be followed in either instance to properly copy a trip.

Note: If the traveler selected has a different travel policy than the user from the trip being copied you may receive this notification. To continue and override the travel policy, click Yes. If you click No, you will be brought to the selected trip.
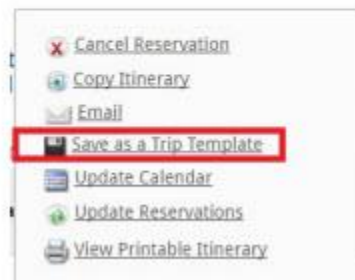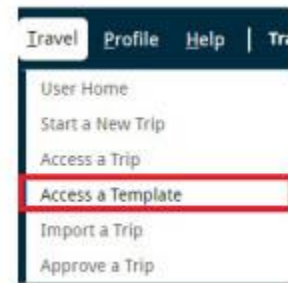
CREATE A TRIP TEMPLATE

- Follow the directions to Access a Trip. *(Travel Menu > Access a Trip > View)*
- Click on the **Itinerary Actions** link.
- Click on the **Save as a Trip Template** link.

- Fill out the **Template Name, Template Type,** and the **Login ID(s)** of anyone you would like to share this template with.
- Click the **Save** button.
- Your template has been saved.

ACCESS A TRIP TEMPLATE

- Once logged in, hover over **Travel** from the Main Menu on the top of your home page.
- Select **Access a Template** in the drop-down list.

- The Trip Templates tab will open.
- Here you can **Create Itinerary, Edit**, or **Delete** from the template you saved or that was shared with you by clicking the appropriate links.