

Association Travel Concepts www.atcmeetings.com/endocrine

Rearden Personal Assistant basic use instructions for Association Paid Travelers

Step 1: Activate your Rearden Personal Assistant account

You will receive an activation email from "Rearden Personal Assistant [notifier@reardencommerce.com]". Click on GET STARTED NOW to link to the Associations online booking tool

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learden Personal Assistant [notifier@reardencomm	erce.com]
You forwarded this message on 11/3/2008 8:19 AM.	
Mon 11/3/2008 8:14 AM sales@atcmeetings.com	
Personal Assistant	ATC
Welcome to the Rearden Personal Assistant	
Welcome to the Rearden Personal Assistant Click below to fill in your Profile information and acti- using the Rearden Personal Assistant to book all of yo	vate your account so you can begin ur travel and business services.

Step 2: Complete your personal profile

On the Register page, you will be required to enter your password. Your username has been established as your email address provided by the association. Complete the fields on the following pages to build your personal preferences and move on to book your authorized travel reservations.

Please tell us a ittle about yourself so that we can serv	ve you better.
Personal Information	
Birthday	
Time zone	Pacific Standard Time
	Password requirements • Must be at least 6 characters in length, • May not be identical to any of the past 3 passwords. • May not contain your name or Username.
Username	Password requirements • Ilust be at least 6 characters in lengt: • May not be identical to any of the past 3 passwords. • May not constant your name or Vaemame. sales@atometings.com
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Username New password * Confirm new password *	Password requirements • Must be at least 6 characters in length: • May not be identical to any of the past 3 passwords. • May not contains your name of Username. sales@atcmeetings.com

Step 3: Search for flights or navigate the home page

Use any of the features of the Rearden Personal Assistant once you have logged in. Enter your flight search parameters to begin your flight search.

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Tue 1/13/98	+ policyexempt - mile DC Wyself	bring you the one-stop-shop for all of your travel, web and audio
Thu 1/22/09	+ POLICYEXEMPT mile oc Wyself	conferences, package shipments, and
Tue 12/2/08	CFE Test (1) II. Tex	salad interior about g
Wed 1215/08	🛤 Queue Car Test III. Tex	The Rearden Personal Assistant offers many time-saving features for
Tue 1/5/09	AA AGIITOS Test II. Tex	you as well, including
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		IC Travel & Branchest

Step 4: Adjust your search parameters on the search results page

Once flights have been returned use any of the features of the results pages to modify your search or move on to select your flights.



Step 5: Review your flights

Important – review all of your displayed itinerary information to ensure this flight is accurate. Move on to CONTINUE if this itinerary meets your needs.

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	Fagnes: The ar toket must be purchased in advance.		
Rules and Restric	Sons		
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	Reed a place to stay? Add a Note inservation to the tru		
Add a hotel or ren	ital car		
	Tue, Dec 30 MOT Depart: 224 PM Denverer, CO (105) Anne: 10:39 PM San Diego, CA (105) (Noi-metry (Bestrated Coard) Annue A191 (10% on time Departure (Inc. Date		
	Flight from: Denver, CO (DEN) United Airlines 1227		
	Mon, Dec 29 FDT Depart: 614 AMI (San Diego, CA (544) Arme: 9:66 AMI (Derreir, CO (055) (Non-stop) (Restructed Dearth Beerg 373-201 (955 or time Sent rest (Fan Sine)		

Step 6: Complete any of the required fields or optional fields on the Purchase Trip Page (see step 7 below)

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Step 7: Purchase Continued - Enter your required meeting authorization information

Select the meeting you are attending from an available list of meetings. Enter your Travel Authorization Code for the meeting and your budget code (provided by your meeting liaison). Complete the process by confirming your purchase.

Select the meeting you are attending (if your meeting is not listed, select Miscellaneous Travel) MEETING NAME:

Enter your BUDGET CODE for this trip BUDGET CODE:

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(You do not have any Notifications set up.)		-		
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You can return to the site at anytime to book your association paid travel. Login at http://www.atcmeetings.com/endocrine

Forgot Password or did not receive the initial activation email Check any spam filters on your email application to allow for emails from notifier@reardencommerce.com.

Go to to the website at www.atcmeetings.com/endocrine

Click on "Forgot Your Username or Password"

Enter the email address on file with The Endocrine Society in the USERNAME field

A new activation email will be sent to the traveler. If you still do not receive the activation email, contact Jessica Larsen at jlarsen@ENDO-SOCIETY.ORG.