

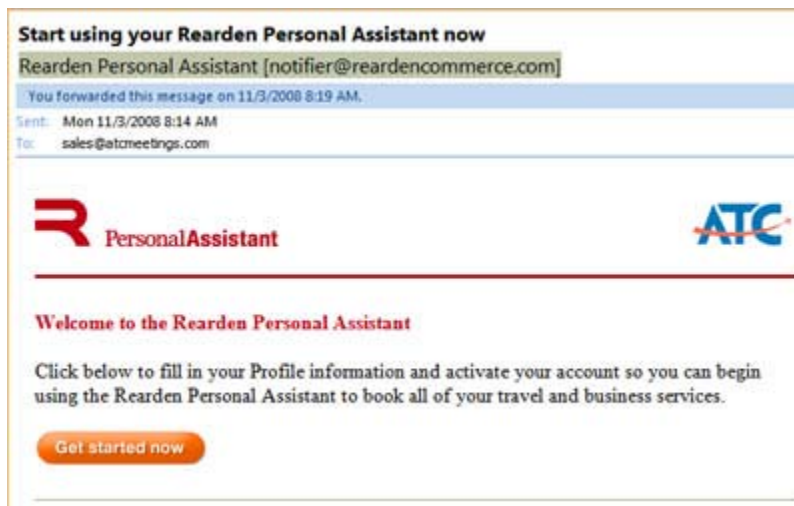


Association Travel Concepts
www.atcmeetings.com/endocrine

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



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.

Register your account

Please tell us a little about yourself so that we can serve you better.

Personal Information

Birthday: [Month] [Day] [Year]
Time zone: Pacific Standard Time

Change Password

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: sales@atcmeetings.com

New password * [password field]
Confirm new password * [password field]

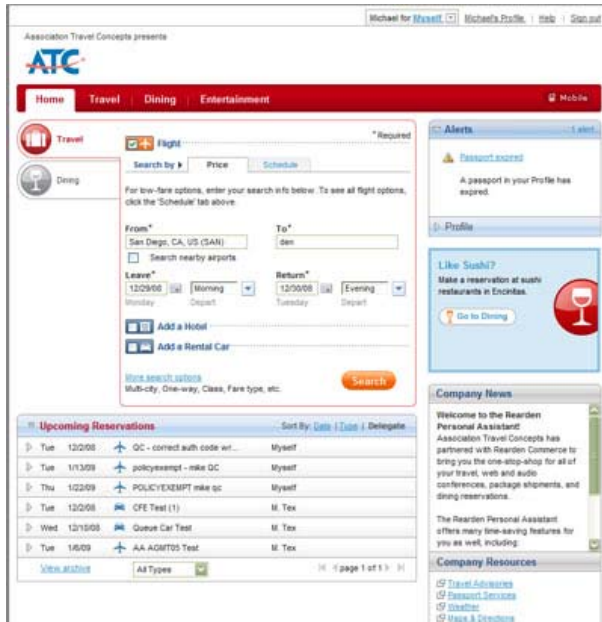
Remember my Username

Business contact info

Groupware ID: [field]

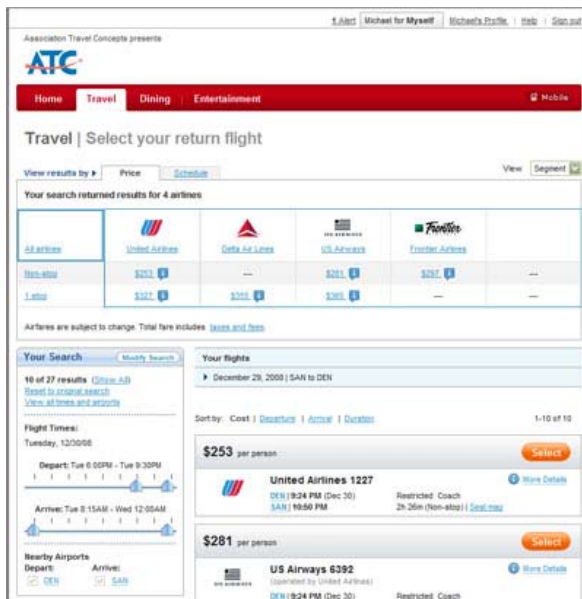
Step 3: Search for flights or navigate the home page

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.



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.

Mon, Dec 29 PDT
 Depart: 6:18 AM | San Diego, CA (SAN)
 Arrive: 9:46 AM | Denver, CO (DEN)
 (Non-stop) | Restricted Coach
 Boeing 757-300 | 90% on time
[Seat map](#) | [Fare Rules](#)

Flight from: Denver, CO (DEN)
United Airlines 1227
 Tue, Dec 30 MDT
 Depart: 9:24 PM | Denver, CO (DEN)
 Arrive: 10:50 PM | San Diego, CA (SAN)
 (Non-stop) | Restricted Coach
 Airbus A319 | 80% on time
[Seat map](#) | [Fare Rules](#)

Add a hotel or rental car

Need a place to stay?
[Add a hotel reservation to this trip](#)

Need a car?
[Add a Rental Car to this trip](#)

Rules and Restrictions

Flights:
 The air ticket must be purchased in advance.
 The air ticket has a change fee.
 The air ticket has a cancellation fee.
 The quoted airfare is not guaranteed until the flight is ticketed.

[Change/Cancel restrictions apply](#)

Trip Cost Summary

Flights	Estimated Cost	Taxes & Fees	Subtotal
Passenger 1	\$219.53	USD \$27.47	\$257.00
Total trip cost: \$257.00			

[Start over](#) [Change this trip](#) [Hold this trip](#) [Continue](#)

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

Michael for Myself | Michael's Profile | Help | Sign out

Association Travel Concepts presents

ATC

Home | **Travel** | Dining | Entertainment | Mobile

Travel | Purchase Trip

Trip name * Required

Name your trip

Traveler information

Name Mr. Michael Fruenfelter
 Email webmaster@atcmeetings.com
 Phone 858-362-2719

Special requests

Special Meal Seafood

Flight special requests (Check up to 3)

- Blind passenger
- Deaf passenger
- Wheelchair - can ascend and descend stairs
- Wheelchair - cannot ascend or descend stairs

Memberships

United Airlines Membership United Airlines Number

Notifications

Notifications contain information and updates about your services. You can have them sent to you by email, voice message, or mobile text. You can also

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:

The screenshot shows a web form with the following sections:

- Emergency Contact:** Full Name, Relationship, Phone Number (Country code, Number, Extension), and Email.
- Meeting Information:** Select Meeting * (Please select) [dropdown menu].
- Travel Authorization Code:** Enter your travel authorization code * [text input].
- Budget Code Information:** Please enter your budget code: * [text input].
- Agency Information:** Agency: Association Travel Concepts; Message: ATC Service Fee: \$10.00.
- Billing:** Flight: Kenneth D. Scherer ***2006 [dropdown menu] View / Edit credit cards [link].

The Meeting Information section is highlighted with a red box.

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 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.