

Welcome to the

Ultramar > Travel Management

Web-based method to create your *Travel Profile ...Online*

It gives us great pleasure to welcome you to Ultramar Travel Management's secured, web-based "Online Traveler Profile" program for efficiency of creating your profile, which will include all of your travel preferences.

As you begin your new online experience in the world of travel, we would like to share some pointers with you that may be helpful in your user-friendly journey through this secured portion of our web site. As the traveler, you will be able to create your personal Login and create your own private password.

Site Address: <https://www.ultramartravel.com/EN/travelsync/content/register.asp>
(For best results, please make sure that you are using a browser that is 6.0 or higher)

For the left side of this page, enter this information below:

When asked for "Corporate Username": type in **LDEO**
When asked for a "Password": type in **utm278**

Once you have entered the corporate login name and password from above, add your individual information (i.e. business email address and create a private/secure password) on the right side of this page. The business email address should match the name of the traveler's information in the profile. From there, follow the directions on each page. If you have all of your information handy, your entry process should take less than five minutes.

If you have any problems, please contact the **Ultramar Online Help Desk** at **866.346.3306 (8:30 am to 9 pm ET)**.

When returning to your online profile, click on the "Client Login" icon in the upper right corner of our home page: www.UltramarTravel.com

IMPORTANT: If you are a travel arranger, check the box "I am a Travel Arranger" on the home page of your traveler profile.

If you have someone who arranges travel for you, click on the link "Select Travel Arrangers" and check the boxes for those individuals that arrange travel for you.

We appreciate your participation in the "Online Traveler Profile" process. We trust you will not only save time, but you will insure the accuracy of your personal preferences when making your business travel arrangements with us. *There will be a 24-hour turn-around time on new profiles. All other modifications or changes are usually processed within two minutes.*