

Dear Traveller,

We are happy to provide an alternative for your airlines bookings where you can forward the Travel Itinerary Email from the Airline directly to us using the option below.

***One-time Registration:***

Register with International SOS' MyTrips tool:

<https://MyTrips.travelsecurity.com/Login.aspx?ci=EC1fiO5RJ0g%3d>

- 1) Create a user account by clicking on *New User? Register here link*.
  - MyTrips username should be your corporate email address.
- 2) Once you created your account, log in to MyTrips and fill out your profile details. Provide your corporate email address and mobile number, so that we can reach you during an emergency situation. Make sure to enter your name in the same manner as your itinerary name.

***Once Registered:***

- i. You must use your Corporate Email address to forward your itineraries to this Itinerary Forwarding email address: [NTUTravel@itinerary.internationalsos.com](mailto:NTUTravel@itinerary.internationalsos.com)
- 3) After forwarding, your trip details will be automatically processed and submitted into Tracker. Travellers will receive automated emails about the processing status of their trips.

From: MyTrips  
Sent: Tuesday, April 17, 2018 3:45 PM  
To: Yaroslav Natenzon  
Subject: Your trip details have been successfully loaded into our system.

Your travel itinerary details with subject 'Virgin America Reservation NRKSBQ' have been successfully loaded into our system.


If you would like to review your trip details in our system, you may do so via MyTrips page. Please contact [onlinehelp@internationalsos.com](mailto:onlinehelp@internationalsos.com) and they will help you to set up a MyTrips account.

If you already have an existing MyTrips account, please log into our system and review your trip details. You can access MyTrips by clicking here: <http://mytrips.travelsecurity.com>

If you require any assistance, then please contact our support team at [onlinehelp@internationalsos.com](mailto:onlinehelp@internationalsos.com) or one of the phone numbers below.

US: +1-6462590477 | France: +33 157324976 | UK: +44 20 35644536 | Singapore: + 65-68185590

- 4) You can always log in to your MyTrips account to view or edit the trip details. The trips will be labelled as “Forwarded Itinerary.”

My Trips						
Trips or PNR	Record Locator	Status	Start Date	End Date	Created By	Remove
<a href="#">SSRMPF</a>	SSRMPF	Active <input type="button" value="v"/>	16 Nov 2015	17 Nov 2015	Forwarded Itinerary	

**If you make changes to your current trip, please re-forward your itinerary using the respective options above.**

**For further assistance**

If you require any further assistance, please contact the International SOS Online Help team at [clientsupport@internationalsos.com](mailto:clientsupport@internationalsos.com).