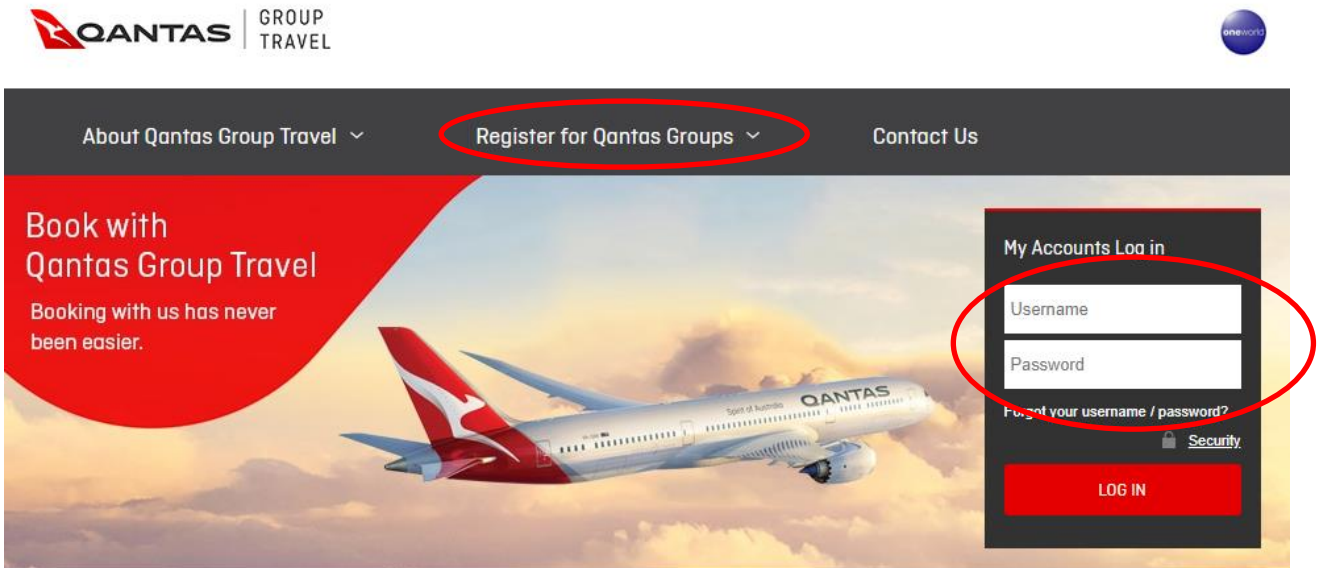


### Accessing the Qantas Group Travel Website

Depending on your market your system may not present every option described in this document



## Welcome to Qantas Group Travel

Sports events, family reunions, mining operations, conferences, incentives and more. If you're booking a group of 10 or more, or have 20 or more passengers travelling to the same destination for a common purpose, Qantas Group Travel has you covered. With products to suit a variety of group types, sizes and travel needs, we can help you find the best travel options for your group.

From complex quoting, right through to booking, payment, ticketing and the changes along the way, our website allows you to manage your group travel needs online any time from any device.

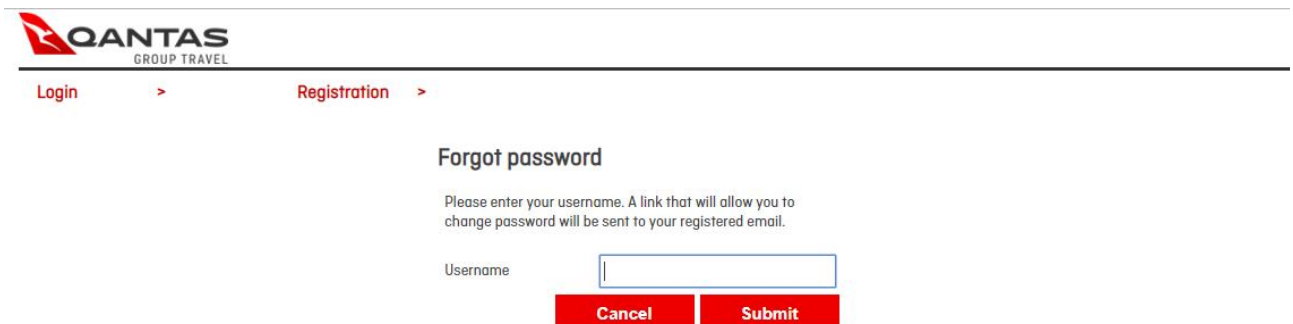
From the [qantasgrouptravel.com](http://qantasgrouptravel.com) homepage you will need to enter a valid user name/password combination to access the Qantas Group Travel website.

This is entered under the My Accounts Login highlighted above.

If you are an unregistered Travel Agent or Operator please select 'Register for Qantas Groups' and proceed to the User Registration Request section of this document.

### Forgotten Password

If you forget your password you can retrieve this by clicking on the Forgot Password link which will display the following page.



Enter a registered username and a temporary reset link will be emailed to the associated email address. Follow the steps to reset your password. Your password must have the following characteristics-

- At least 6 characters
- 1 each of uppercase, lowercase, & numbers or special characters
- Does not contain any of the first name, surname, username of the user
- Does not contain more than 2 repeats of the same character
- Does not contain more than 3 sequential numbers or characters

### Forgotten Username

If you forget your username you can retrieve this by clicking on the Forgot Username link which will display the following page.



[Login](#) >

[Registration](#) >

#### Forgot username

Please enter the registered email address.

Email address

Cancel

Submit

Enter a valid, registered email address and the system will email you a username reminder.

### User Registration Request

Please note that the User Registration screens may be slightly different depending on your country of operation.

An unregistered Travel Agent must first request access to the system. The new user must complete the screen shown below and click the Register button at the bottom.

There is a requirement that only one registration will be processed for each IATA or TIDS number and we recommend that the registration is completed by the Owner/Manager/Supervisor or Team Leader. The email address entered is validated during the Registration process. Only one Registration is permitted per email address.

Please note that you should complete this screen as fully as possible however the mandatory sections are marked with an \* and these must be completed.

An unregistered travel agent must also accept the group's terms and conditions. The terms and conditions can be viewed from the link at the bottom of the page. It is mandatory that the unregistered travel agent accepts the terms and conditions or the registration will not proceed.

### Register for a Groups Account

Registration is available to travel agents based in Singapore, United Kingdom, United States, Canada, New Zealand and Australia holding applicable licences and a current IATA or TIDS membership. One registration for each IATA or TIDS is permitted.

The manager or key group contact from each agency will need to initially register as an administrator. Agency administrators will be sent details of their individual username to access the website. Administrators will then be able to add additional users within their office.

To access the website please read the terms and conditions and complete the registration form below. All fields marked with an asterisk are mandatory.

When you click register, the registration will be reviewed by a member of our team. If your application is successful you will receive an email with your user name to access the website.

Point of Sale (Country) \*

#### Company Information

Agency Name \*

Trading Name

IATA or TIDS Number \*

Travel Agent Licence Number

ABN Number \*

GDS

GDS Pseudo City Code

Agency Chain Name \*

Country \*

State \*

City: \*

Address Line 1 \*

Address Line 2

Postcode/Zip Code \*

Phone \*

Email Address \*

Confirm Email Address \*

Qantas Client Identifier (QCI)

Main Type of Group Business \*

Secondary Type of Business

#### Main Contact Details

Title \*

First Name \*

Last Name \*

Job Title \*

Manager's Name

Work Phone \*

Mobile/Cell Phone

UserName \*

Password \*

Email Address \*

Confirm Email Address \*

Secondary Email

I agree to the [Qantas Group Travel Website Terms and Conditions](#)

Mandatory Fields

Qantas will verify the details submitted and determine whether the Agent/Operator can be granted access. If the application is successful, the Owner/Manager/Supervisor or Team Leader will be emailed their username and password and can then proceed to use the Qantas Group Travel website. You will then also be able to manage your own users within the website by creating additional usernames and password for your consultants.