

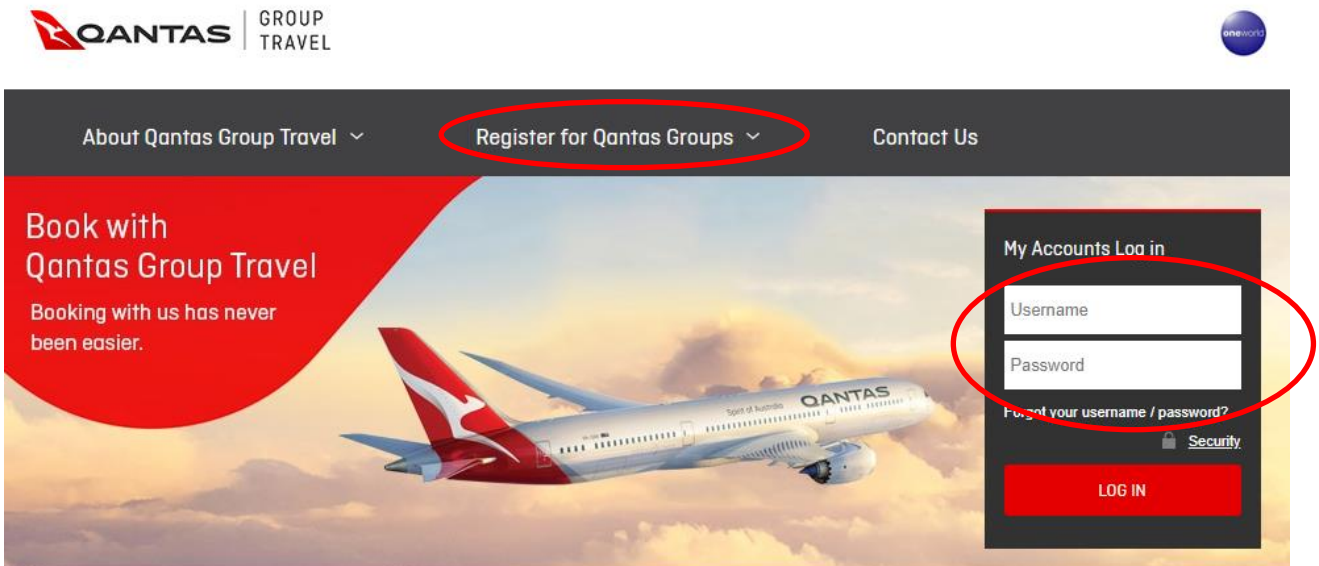
Accessing the Qantas Group Travel Website

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

From the qantasgrouptravel.com homepage you will need to enter a valid username/password combination to access the Qantas Group Travel website.

This is entered under the My Accounts Log in highlighted below.

If you are an unregistered travel agent or operator, please select 'Register for Qantas Groups' (proceed to the User Registration Request section of this document).



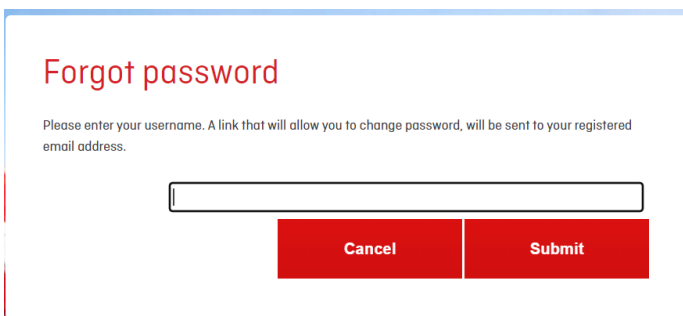
Welcome to Qantas Group Travel

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.

Forgotten Password

If you forget your password, you can retrieve this by clicking on the Forgot your password link which will display the following pop-up-

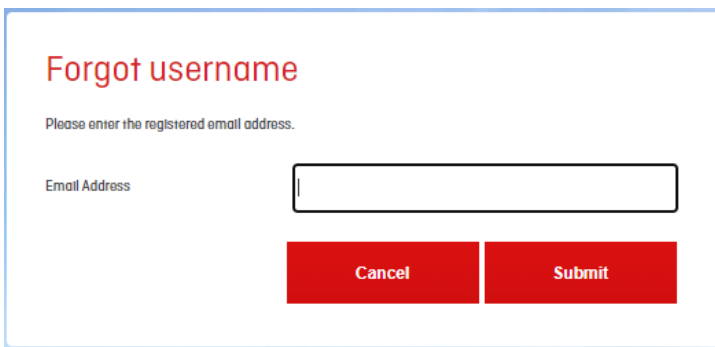


Enter a registered username and a temporary reset link will be emailed to the associated email address. Follow the steps to reset your password. Your password must include the following characteristics-

- At least 6 characters
- 1 each of uppercase, lowercase, & numbers or special characters
- Does not contain any of the first name, surname or 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 your username link which will display the following pop-up-



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 slightly differ depending on your country of operation.

An unregistered travel agent must first request access to the system. The new user must complete the registration form 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 of the agency.

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 groups 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.

Country/Territory

Point of Sale (Country/Territory) *

Company Information

Agency Name *	<input type="text"/>	Trading Name	<input type="text"/>
IATA Number *	<input type="text"/>	Travel Agent Licence Number	<input type="text"/>
ABN Number *	<input type="text"/>	GDS	<input type="text" value="Select"/>
GDS Pseudo City Code	<input type="text"/>	Agency Chain Name *	<input type="text" value="Select"/>
Country/Territory *	<input type="text" value="Select"/>	State/Providence *	<input type="text" value="Select"/>
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
City *	<input type="text"/>	Postal Code/Zipcode *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Phone *	<input type="text"/>	Qantas Client Identifier (QCI)	<input type="text"/>
Main Type of Group Business *	<input type="text" value="Select"/>	Secondary Type of Business	<input type="text" value="Select"/>

Main Contact Details

Title *	<input type="text" value="Select"/>	Last Name *	<input type="text"/>
First Name *	<input type="text"/>	Manager's Name	<input type="text"/>
Job Title *	<input type="text"/>	Mobile/Cell Phone	<input type="text"/>
Work Phone *	<input type="text"/>	Password *	<input type="text"/>
User Name *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Email Address *	<input type="text"/>		
Secondary Email	<input type="text"/>		

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

Register

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 setting up additional users for your agency.