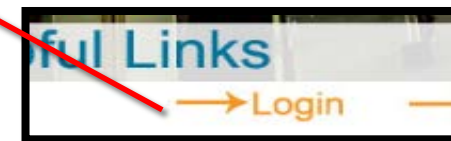


Go to the new MacNairport portal

New URL is –

<http://www.macnairport.com/New-Portal.html>.

From the new portal URL, click on “Login”.



New Users Create Account



Login and passwords are case sensitive

Please complete the fields below.

* = Required

* User Name:

* Password:

[Log In](#)

[Forgot password](#)

[Create Account](#)

Announcements

WELCOME TO MACNAIRPORT

Important Messages:

Login and passwords are case sensitive

Existing Users:

If this is the first time you are accessing this new URL your old password will no longer be valid. Please click on "Forgot password" to obtain your new password.

Forgot Password:

If your request did not generate an email, please resubmit using all upper case before contacting the support desk.

New Users:

If your Company already subscribes to MacNairport and you do not currently have an account, you will be required to enter the Corporate ID and Password provided by your Organization.

Mobile:

Click on Create Account
(found just under forgot password)

[Log In](#)

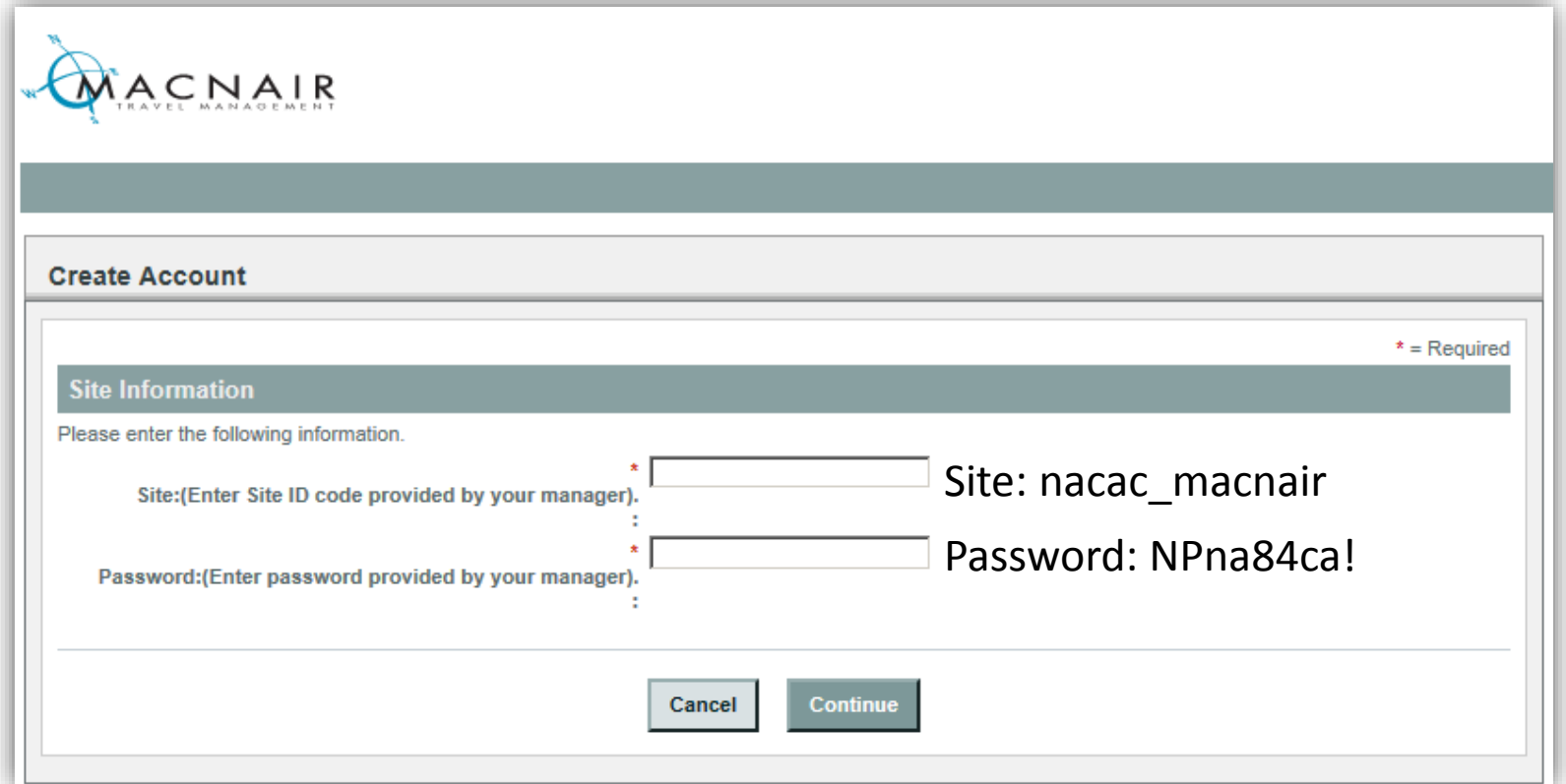
[Forgot password](#)

[Create Account](#)

Enter Unique ID Credentials

User will need to enter the unique company **Site ID (Company ID)** and **Company Password**. Then click on Continue.

Contact your travel manager for the Company ID and Company password



The screenshot shows a web form titled "Create Account" for MACNAIR TRAVEL MANAGEMENT. The form is titled "Site Information" and includes a header with the MACNAIR logo and a sub-header "Site Information" with a teal background. Below the sub-header, it says "Please enter the following information." and " *= Required". There are two input fields: "Site:(Enter Site ID code provided by your manager)." and "Password:(Enter password provided by your manager)". The "Site" field contains the text "Site: nacac_macnair" and the "Password" field contains "Password: NPna84ca!". At the bottom of the form, there are two buttons: "Cancel" and "Continue".

Enter Individual Credentials

User can now create their individual User Name and Password. Upper and/or Lower case may be used.

We suggest using your Business Email address for User Name.

Password must contain One uppercase letter and 2 numbers.

Enter your Business Email address.

Then hit Continue.

Create Account

* = Required

User Name and Password

To create an account, you need to provide a User Name and Password. You will use this information to sign in for future visits.

You may choose any User Name that is not already being used by another user. Choose a Password that is easy to remember but difficult for others to guess. You must enter your Password twice to confirm you have typed it correctly.

After you have entered your User Name and Password click the *Continue* button. You will then be prompted for some additional information needed for your account.

* User Name:

* New Password:

* Confirm Password:

Password Retrieval

To use Password retrieval, enter your e-mail address below and click the "Continue" button. Then you can click the "Forgot Password" link on the Log In page to have your Password sent to the e-mail address you specified.

* E-mail Address:

Enter Personal Information

All fields with an asterisk must be filled in.

Name should be entered exactly how it appears on the government issued ID, or Passport, that you present at the airport.

Your cell phone number is required.

Create Account

* = Required

Personal Information

Please provide the following information. This information will be saved in your account and used for your future travel reservations, so you will not need to enter it again.

After you enter your personal information, click the *Continue* button.

* First Name:

Middle Initial:

* Last Name:

* E-mail Address:

Work Phone:

Country:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Tsa Known Traveler

Please review and/or add your Known Traveler Number. If a number has not been issued to you by TSA, please leave this section blank.

Known Traveler Number:

Cell Phone

* Cell Phone:

Enter Designated Employee Number

Last required field is your Employee Number, as designated by your organization.

Your code is your 4 digit business phone extension.

Enter your code, then click on Continue.

MACNAIR
TRAVEL MANAGEMENT

Create Account

Personal Information * = Required

Please provide the following information. This information will be saved in your account and used for your future travel reservations, so you will not need to enter it again.
After you enter your personal information, click the Continue button.

* First Name:
Middle Initial:
* Last Name:
* E-mail Address:
Work Phone: x
Country:
Address Line 1:
Address Line 2:
City:
State/Province:
Zip/Postal Code:

Employee Number

Please enter your 4 digit phone extension. Example: 4444

* Employee Number:

Employee Number

Please enter your 4 digit phone extension. Example: 4444

* Employee Number:

Confirm Account

You will come to a Confirm Account Information page. Verify your information is correct, then click on **Create New Account**.

MACNAIR
TRAVEL MANAGEMENT

Create Account

Confirm Account Information

Please review the information you entered. If you need to make any changes, click one of the [Modify](#) links.

After you confirm that your information is correct, click the [Create New Account](#) button.

Account Information

User Name: macnairdemo [Modify Account Information](#)
Password: *****

Personal Information

Name: Vernon PE Bearer [Modify Personal Information](#)
E-mail Address: pmcgarry@macnairtravel.com
Work Phone: 703-836-1100
Address: 1101 King Street
Suite 190
Alexandria, VA 22314

Next Steps Before Booking

You have now created your Traveler Profile and have access to the MacNairport site.

One more important step to do before you can begin booking travel.

Click on Profile (in the Get Stated menu options) and under **Personal Information**, enter your **TSA information**. You must have this data present to book travel.

Travel | TripCase | CIBT Visa & Passport | New User & Mobile | Online Check In-Baggage | ABC Inc. Travel Policy

MACNAIR
TRAVEL MANAGEMENT

Welcome, Vernon Bear | ? Help | log out
Site: New Portal Demo

▶ [Travel Arranger](#)

Get Started...

Personal Travel ▾

- Book Travel
- Manage Trips (0)
- Templates
- Unused Tickets (0)
- Profile ⓘ
- More Tools

Flight or Train Hotel Car

Round-trip One-way Multi-destination

Shop by Schedule Shop by Price

Exact dates +/- 1 to 3 days

*From: IAD *Depart: mm/dd/yy [calendar] Leaves [dropdown] 12:00 am [dropdown]

*To: [input] *Return: mm/dd/yy [calendar] Leaves [dropdown] 12:00 am [dropdown]

▶ [Advanced Search Options](#)
Coach/Coach, Lowest Available, Preferred Airlines: American/United/Delta Air Lines

ENTER TSA DATA

Once you have completed your profile updates, scroll to the bottom and click the **SAVE** Button.

Keep in mind the profile does not accept any punctuation marks, hyphens or other characters. The phone field is the only field that will allow dashes.

After clicking on **SAVE**, give the system a minute to load the data.

Now you can begin booking travel.

* = Required

Name, Address and Phone Number

For your security, information stored in your profile may be masked.

Important Notice:

- Ensure all (*) required fields are completed prior to **SAVE** on this page.
- In the event an error response is generated on this page, it is important to re-enter TSA information along with your corrections and/or updates **PRIOR** to **SAVE**.
- Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

* First Name:

Middle Name:

* Last Name:

* E-mail Address:

Gender: ***** (Requested by: TSA)

Date of Birth: ***** ** **** (Requested by: TSA)

Redress Number: (Requested by: TSA)

Job Title:

Company:

Dept Code:

Project Code:

Travel Code:

* Country:

* Address 1:

**Enter TSA
Information**

ADD PERSONAL PREFERENCES AND FREQUENT TRAVELER ACCOUNT INFORMATION.

You may also enter your personal frequent flyer account numbers, hotel program numbers and rental car program numbers in the Profile section, under Traveler Preferences.

This is also where you add your personal preferences as you choose for air, hotel and car.

Home

Get Started...

[Personal Travel](#)

- Book Travel
- Manage Trips (0)
- Templates
- Unused Tickets (0)
- Profile
- More Tools

MacNair Travel
MacNair Travel Management/American Express
Right People. Right Systems. Right Technologies.


Profile Settings

- [Personal Information](#) Edit your name, address, phone number, and miscellaneous personal information.
- [Change Password](#) Change your current password to a new password.
- [Charge Cards](#) Add, modify, or remove charge card information.
- [E-mail Settings](#) Edit the e-mail address for yourself and others who receive copies of your itinerary.
- [Display Preferences](#) Edit your preferences for time format, default currency, and preferred language.
- [Profile History](#) Review a list of changes that have been made to your account information.
- Traveler Preferences**
- [Frequent Traveler](#) Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
- [Passport and Visas](#) Add, modify, or remove passport and travel visa information.
- [Flight Preferences](#) Edit your preferences for airlines, seat selection, meal types, and special requests.
- [Hotel Preferences](#) Edit your preferences for hotel chains and special requests.
- [Car Preferences](#) Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.
- [Rail Preferences](#) Edit your preferences for rail travel.
- Arranger Settings** Add or remove users for whom you arrange travel.







https://wx1.getthere.net/userprofilepersonalinfo.act?sid=3083&siteID=3499209&site=macnairport&trans...

You are now ready to book travel!

Travel | TripCase | Online Check In-Baggage | CIBT Visa Services | New User & Mobile

 Welcome, Vernon PE Bearer | [Help](#) | [log out](#)

Get Started...

-  Book Travel
-  Manage Trips (0)
-  Templates
-  Unused Tickets (0)
-  Profile
-  More Tools

Helpful hints

- Ensure your "PROFILE" is current.
- Trip Case is available to manage your Trips.

Flight or Train Hotel Car

Round-trip One-way Multi-destination

Shop by Schedule Shop by Price

Exact dates +/- 1 to 3 days

*From: *Depart:

*To: *Return:

► [Advanced Search Options](#)
Coach, Lowest Available