

Orbitz for Business Access & Self-Registration for New Users

Vanderbilt University has chosen Orbitz for Business as a new business travel partner.

Orbitz for Business is easy to use and offers volume discount advantages that will reduce our booking fees by using the latest technology to provide the ability to plan trips, check fares, track itineraries, and book reservations for flights, hotel, and car quickly and accurately online.

In preparation, and prior to making a reservation for the first time, each user must register on the Orbitz for Business site to set up their profile.

Self-Registration for New Users:

1. To register for a Orbitz for Business Member ID, open a browser
2. Copy and paste the URL below into the browser:
<http://www.orbitzforbusiness.net?affiliate=MzAwMDA3MjEzMQ==>
3. Click on the gold **Register** button.

The screenshot shows the Orbitz for Business website interface. At the top left is the Orbitz For Business logo. On the top right, there is a "Traveler Update" link and a "Welcome: Vanderbilt University" message with a "Sign out" link. Below the logo is a navigation menu with tabs for "Flights", "Hotels", "Cars", "My Trips", "My Account", "News & Guides", and "Customer Service". The main content area is titled "Are you an Orbitz For Business member?" and is split into two columns. The left column, titled "Yes", contains a "Please sign in" section with a text input field for the member ID (e-mail address) containing "lp5910700@orbitz.com", a password input field, a checked checkbox for "Remember my e-mail address when I return.", a "Forgot or don't have a password?" link, and a "Sign in" button. The right column, titled "Not yet", contains the text "Membership is free! Join now and continue using Orbitz for Business" and a gold "Register" button.

4. Complete Member Registration by entering the required information:
 - a. Name: Legal name as noted on your government identification, which should match your loyalty programs as well.
 - b. Email must be your corporate email address.
 - c. Select your Password
 - d. Zip Code
 - e. Airport should be your preferred departure airport.
 - f. Click on Agree and continue to complete Registration.

Member registration



Your employer has contracted with Orbitz for Business to offer you innovative travel management services. Orbitz for Business is a fullservice corporate travel agency, and we're here to help. To get started, fill in the limited information below. Read and agree to our terms and conditions and privacy policy. Then, your employer will provide us with all of your personal travelrelated information that they may already have, such as your full street address, phone numbers, travel preferences, frequent flyer numbers, and the like.

*REQUIRED

1 Tell us the essentials

Title *First name MI *Last name/surname

Orbitz for Business Member ID

Your e-mail address will be your Orbitz for Business member ID. Ticket confirmations and information you request will be sent to this e-mail address.

*E-mail address

*Retype e-mail address

- This e-mail address displays text and images like those associated with preferred and policy markings.
 This email address is text-only and cannot accept images or graphics

2 Create a password

5-12 characters and case-sensitive.

*Password

*Retype password

3 Your Preferences

*Zip code

Departure city you usually travel from (U.S. only)

*Airport name or [airport](#)

4 Terms and conditions

Effective July 31, 2006

Welcome to Orbitz for Business! You are able to access and use this website pursuant to an agreement that Orbitz for Business has entered into with your employer. Under this agreement, Orbitz for Business ~~access to and use of this website is subject to acceptance of the terms and conditions~~ below ("Terms"), which include our [Privacy Policy](#). By accessing, using or obtaining any content, products, or services through these websites, you agree to be bound by these terms. If you do not accept all of these terms, then please do not use this website.

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- [12. Travel Service Terms and Conditions](#)

Agree and continue

5. Continue to update your profile:
 - a. Click on My Account
 - b. Add air, car and hotel loyalty programs
 - c. Add billing information

Once this initial registration process is completed, you will access Orbitz for Business with the following URL: **www.orbitzforbusiness.net/secure**

It is important that you do **NOT** make any reservations during this Registration Period. Your Account Management team will be updating your profile with the necessary reporting information and permission settings which will ensure that your profile is accurate.

Travelers will be able to select their travel arranger from a drop-down list after the March 14, 2008 launch date. After the traveler has designated their arranger, the arranger will be able to access the traveler's profile and make arrangements on their behalf.

Have a question or need further assistance?

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