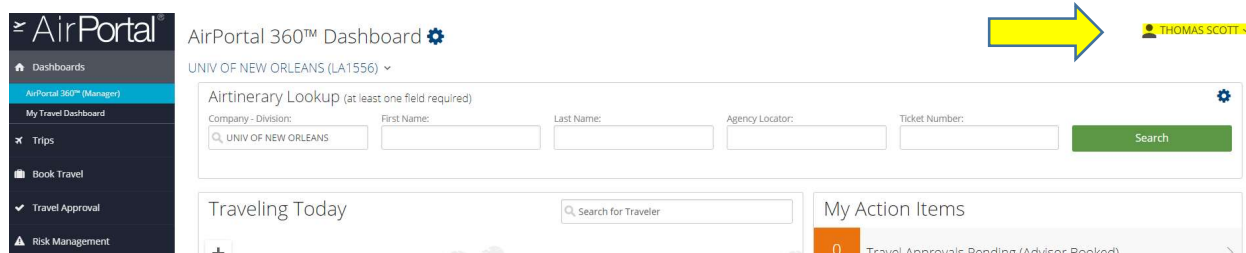


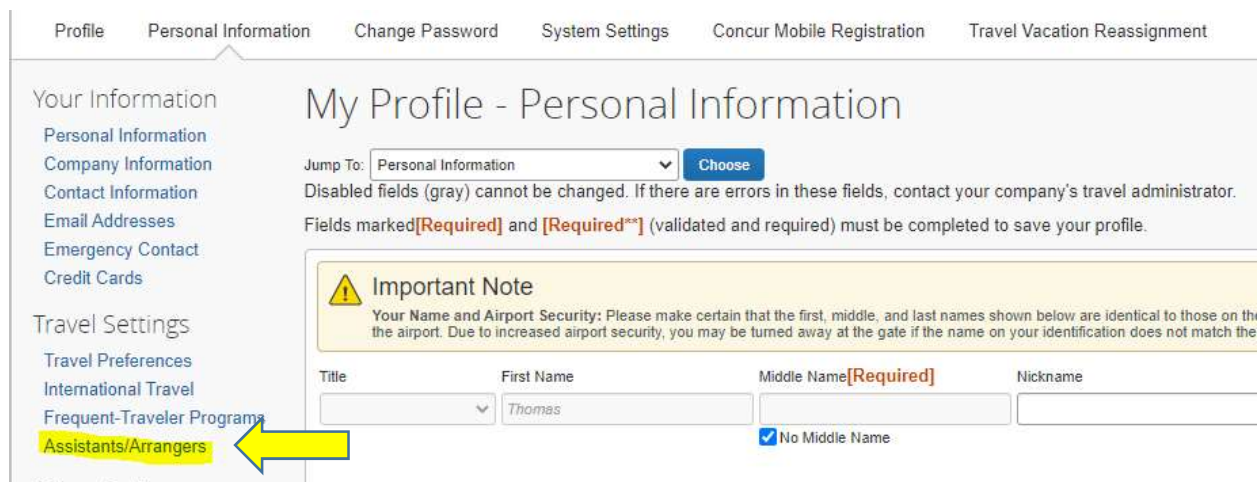
How to Add an Arranger to a Christopherson Business Travel Profile

***Please note the arranger must have a profile created with Christopherson Travel, and the traveler must add the arranger to their own profile. ***

- Use the following link to create your travel profile if needed: <https://legacy.cbtravel.com/business/profile/stateofla/> .
- Once your profile is created, use the following link to access your account to add your travel arranger: <https://app.cbtravel.com/> .
- Once logged in, click on your name in the upper right hand corner and select “View Travel Profile” from the dropdown menu. This will bring you to a new page.



- On the left side menu under “Travel Settings”, select “Assistants/Arrangers”:



- In the “Assistants and Travelers Arrangers” section, select “Add an Assistant”.

Save

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants ?

Your Assistants and Travel Arrangers

You currently have no assistants defined.

+ Add an Assistant

Save

- When the “Add an Assistant” window appears, search for arranger’s name in search box. Please note the arranger must have a profile created with Christopherson first. Select save.

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

Save Cancel

- If your arranger’s name does not appear in the search box, please clear your cache and cookies.