



Deem Travel Quick Start Reference Guide

Edit your Account Profile

Prior to booking travel or services, we recommended you update your profile.

1. Log in to Deem.
2. Hover your pointer over the Home tab and select **Account** from the dropdown list.
3. Click **Edit** next to Contact details, update your Business and/or Home address and click **Save**.

To edit your **Payment methods, Delegates, or Travel Preferences**, please see the following sections of this guide.

Add or Become a Delegate

A delegate has access to another employee's account and can book services on their behalf. Not all companies enable delegate functionality on their site.

1. Log in to Deem.
2. Hover your pointer over the Home tab and select **Account** from the dropdown list.
3. In the top section of the page, click **Add** next to Delegates.
4. Click **Become a Delegate** or **Add a Delegate**.
5. Enter the person's name or email address and click **Search**.
6. Select the name of the person you wish to add and click **Select**.

Edit your Travel Preferences

Your travel preferences include information such as your home airport, seat preferences, preferred airlines or hotels, rental car preference and much more. Your preferences are the default when booking travel.

1. Log in to Deem
2. Hover your pointer over the Home tab and select **Account** from the dropdown list.
3. Click the **Travel Preferences** link found under the Preferences section of the page.

Enter your travel preferences and click **Save**.

Add Payment Methods

Add multiple credit cards if needed.

1. Log in to Deem.
2. Hover your pointer over the Home tab and select **Account** from the dropdown list.
3. In the top section of the page, click **Add** next to Payment cards, enter the required information and click **Save**.

Download Deem Mobile App

The mobile application provides one-click access to your upcoming travel reservations, travel details and weather. You can book travel from your mobile device. Not all companies make the Deem Travel Mobile App available.

1. Log in to Deem.
2. Click the **Mobile** link at the bottom of the Home page.
3. Click the **App Store** or the **Google Play** icon to show the download icon.
4. Then, on your mobile device:
 - a. Download the Deem Travel Mobile App and log in to Deem.
 - b. Enter your business email and your password (same as your desktop login) to start using the Deem Travel Mobile App.

Book a Flight

1. Log in to Deem.
2. From the Deem Home page, click the **Travel** icon.
3. In the Flight section, enter your **From** and **To** airports / cities, select your **Leave** and **Return** dates and times.
4. Click **Search**.
NOTE: For Multi-Destination, click the **Multi-Destination** button. Click the **One-way** link for One-way flights. For different Classes / Fare types, click on the **More search options** link.
5. View the results by Company Policy, Cost, Departure, Arrival, or Duration by clicking the **Refine Your Search** button.
6. Click the **Select** button to choose departure and return flights.
7. Review the trip details and either place the reservation on hold by clicking the **Hold this trip** button or purchase it by clicking **Continue**. Hold functionality is not available by all companies.
8. Review the Purchase Trip page and click **Purchase** to complete the reservation.

Book a Hotel Only

1. Log in to Deem.
2. Click the **Travel** icon and click the "x" in the top right hand corner of the the Flight section.
3. Enter the Hotel Name, City or Address. Select your Check-in and Check-out dates, and click **Search**.
4. To refine your search results, click the buttons located at the top of the page.
5. Click on the **Hotel Name** to see additional information.
6. Navigate to the **rooms** tab, locate your desired room and click **Select**.
7. Either place the reservation on hold by clicking the **Hold this trip** button or purchase it by clicking **Continue**. Hold functionality is not available by all companies.
8. Review the Purchase Trip page, enter any missing information and click **Purchase** to complete the reservation.



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Book a Rental Car

1. Log in to Deem.
2. Click the **Travel** icon and click the “x” in the Flight and the Hotel section of the page.
3. Enter the pick-up and drop-off Airport, Station, or Address, select your dates, and click **Search**.
4. View the results and Select the desired car company and rate.
5. Either place the reservation on hold by clicking the **Hold this trip** button or purchase it by clicking **Continue**. Hold functionality is not available by all companies
6. Review the Purchase Trip page and click **Purchase** to complete the reservation.

Book a Trip with Flight / Hotel / Rental Car

Use this to simplify the process of separately booking a flight, hotel and car.

1. Log in to Deem.
2. Click the **Travel** icon.
3. Enter your Flight info (Location, dates and times) and click **Search**.
4. Deem will guide you through the process of booking the trip.

Change, Modify or Cancel a Trip

This feature may not be available for all services

1. Log in to Deem.
2. Click the **Reservation** icon and locate the trip to modify/change.
3. Click on the trip to expand the trip information.
4. Click the **View Details** link on the bottom right side of the section.
5. To change a part of the trip, click the **Change** link in the trip segment you desire to change.
 - a. To change the trip, Deem will guide you through the change. After adding to or changing the segment, review the reservation and click the **Purchase** button.
 - b. To cancel your trip, click **Cancel this trip**. The cancelation cost displays before you make the final decision.

Book Again

This feature simplifies the booking process by using details from previous trips. Not all sites have the Book Again feature enabled.

1. Log in to Deem.
2. Click the **Reservation** icon and locate the trip you want to duplicate.
3. Click on the trip to expand the trip information.
4. Click the **View Details** link on the bottom right side of the section.
5. On the right side of the Details page, click the **Book again** button.
6. Select whether to **Use your original trip** or **Modify your trip** then click the **Continue** button.
7. Deem will guide you through the process of booking the trip.

Book Airport Parking

This feature may not be available for all services.

1. Log in to Deem.
2. Click the **Travel** icon, to add a stand-alone airport parking reservation, click the **Airport Parking** tab at the top of the page.
3. Select your Airport, Dates and Times then click the **Search** button.
4. View the results and Select a parking location.
5. Read the cancellation and change information, add notification requests (strongly recommended) then click the **Purchase** button.

Please Note: Print out your Airport Parking receipt. It will be **required** as proof of purchase.

Book Car Service

1. Log in to Deem.
2. Click the **Travel** icon, to add a stand-alone car service reservation, click the **Car Service** tab at the top of the page
3. Enter Pick-up location and Drop-off location.
4. Provide information requested in the popup.
5. Enter Date, Time, and click the **Continue** button.
6. Select the car service provider.
7. Confirm reservation details and click the **Reserve Now** button.