



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 Travel 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.
4. 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 Travel 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.
4. 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 Stops, Flight Times, Nearby Airports, Policy, Cabin Classes, & View by Price or Schedule and Company Policy by clicking the filters or collapse filters and select tabbed interface.
6. You can now click in the matrix to filter your results by specific airline or airlines.
7. Click the **Select** button to choose departure and return flights.
8. 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.
9. 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 Flight section and Rental Car.
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 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.

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. Enter your Flight info (Location, dates and times) and click Search.
3. 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.
6. 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.
7. To cancel your trip, click Cancel this trip. The cancellation cost displays before you make the final decision.