



HOW TO SET UP YOUR WEBSITE




Locate your PIN # from IntelTravel. They sent this to you in your welcome email the day you started. It begins with a “P”. The password is in the email as well. **WRITE THESE DOWN & MEMORIZE** them.



Go to inteletravel.com, click the blue “login” button in the top right corner of the screen.




Enter your PIN and password and click on the red “Login” button.




Hover over the red “My Agency” tab at the top of the screen and scroll down to “My Agent Website”, click on it.




Scroll down the page to the section entitled, “Manage Your Advisor Site in Moments...”




Enter all of your information in the white boxes, starting with making sure your first and last names are capitalized.




In the “Bio” section, enter a short description of who you are.



Fill in the white boxes on the right-hand side of the screen. For example, under “Your Marketing Slogan”, mine says, “Where Adventures Are Always Happening”; Under “Your Agency Name”, enter the name **YOU** chose for your Travel Agency.




Scroll down to “Profile Photo” and upload a picture of yourself. **NOTE:** This is the picture your clients will see when they go to your website (so choose wisely).




Scroll down and choose one of the cover photos shown.



Click on the red “Submit For Review” button.



When approved, you will receive an email from IntelTravel saying, “Congratulations! Your website has been approved!!!”



Then, begin to share your website with others!!! Ask them to go to your website and “Register as a Customer”.