

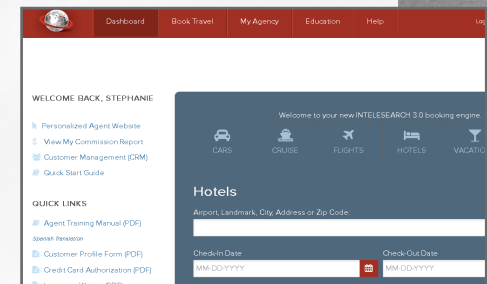
QUICKSTART GUIDE

TOP TEN TIPS ON HOW TO GET THE MOST OUT OF
BEING AN INTELETRAVEL INDEPENDENT TRAVEL AGENT

1

LOG ONTO THE AGENT-ONLY AREA OF INTELETRAVEL'S WEBSITE

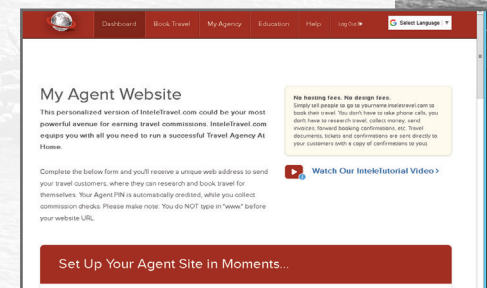
Go to IntelTravel's site and enter your **Agent PIN & Password** in the bottom right corner (find these codes in your Welcome email). This is your 'back office' and the **Agent Menu** at left is your 'control panel' to all your important support features. Click **My Profile** at the top to confirm your personal information and change your system-generated password to one of your own. Then browse the other links, like Hot Deals, Company News, Education, Commissions, Sales Tools, Supplier Websites and more.



2

CREATE YOUR FREE PERSONALIZED WEBSITE IN JUST 2 MINUTES!

Click the **Create My Website** link in the Agent Menu and Let Us Do The Work For You!™ Simply send friends, family and other customers to your site, personalized with your name and photo (*optional*). All travel purchases (and Agent referrals) are automatically coded with your Agent PIN and you get the commission check! With NO set up or design fees and NO hosting charges. What are you waiting for?



3

ORDER INTELETRAVEL BUSINESS CARDS.

One of the oldest but best sales tools...and now easier than ever with online ordering! Pass them out to friends, family, travel suppliers, everyone! Our easy to use **Online Print Shop**, with the highest-volume printing partner, guaranteed prices, quality and speed you can't find anywhere else. See the **Sales Tools** link in the **Agent Menu**. **TIP:** *Show you are a professional . A business card is often required to enter trade shows or conduct business directly with suppliers.*



4

READ THE TRAINING MANUAL & BROWSE THE AGENT FAQs.

It only takes an hour or two but will change everything. You simply cannot get all you paid for with IntelTravel, without reading Brian Tracy's simple step by step guide to everything you need to know to Travel Better, Pay Less & Earn More!SM Before you do anything, click **Education** and read how to sell travel, how to market your business, how to work with suppliers, and so much more. Then why waste time? IntelTravel has been supporting Home Based Agents for so long, most of your questions have been answered already, and we're sure to have some you haven't thought of yet. Simply browse the FAQs link in the Agent Menu and get full, complete answers instantly. Our FAQs are an education in themselves.



5 SUBSCRIBE TO INTELETRAVEL PODCASTS

Now you can listen to expert training, tips, advice, motivation and Supplier interviews by just subscribing to the **IntelTravel Travel Agent Podcast Show** on whatever device you want (your phone, your tablet or your computer). Listen to our new show each and every week for new episodes! They will be saved for you so you can always listen again. These episodes can also be downloaded so you don't have to worry about cell service or Wi-Fi ever!



6 PROMOTE YOUR HOME-BASED TRAVEL AGENCY

If you belong to any group, club or organization, you already have a great network that knows and trusts you. To use IntelTravel's ready-made, professionally designed materials, or create materials yourself, see the **Sales Tools** link. Choose from customizable e-post-cards, animated banner ads, press releases, travel giveaways, and more... plus intuitive programs and reports that help you plan and track your marketing... all compliments of IntelTravel.com. Also visit the Travel Agent area of your favorite Supplier Websites, where cruise lines, vacation companies and others provide customizable brochures, emails, client newsletters and more sales tools. The Training Manual has step-by-step plans for more great promotional ideas.

TIP: Remember to submit any custom material you create for IntelTravel review and approval.



7

ATTEND A TRAVEL EVENT OR TAKE A COURSE

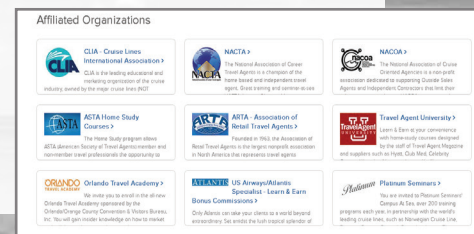
The **Education and Calendar of Events** links have hundreds of events on line or coming to a city near you— many **FREE** or with a minimal charge. Become a Niche Market or Destination Specialist, a Certified Travel Counselor, a Master Cruise Counselor, a France or Ski or Disney specialist, and so much more. Travel learning is fun, not dry boring classroom stuff. Try one and you'll want to Learn More To Earn More!



8

JOIN CLIA, CRUISE LINES INTERNATIONAL ASSOCIATION

These are the best educational institutions in travel. Cruising offers the **BIG** commissions, plus CLIA membership brings you a whole other level of travel industry benefits [even from hotels]. For details and an easy online application, click on **Education**, then **CLIA**.



9

TAKE A FAMILIARIZATION TRIP

This is commonly referred to as a **FAM**. These are opportunities to get to know the leading suppliers, destinations, resorts and cruise ships first hand, and are priced far below retail prices to encourage your participation. As an IntelTravel Agent, you have access to these fantastic deals. Click on **Agent Only FAMs** in the Agent Menu for complete details and current offers. [And be sure to read the tips in Do's and Don't's of Fam Trips.]



10

MARKETING COMPLIANCE

Before you start Marketing your travel business make sure you are fully compliant by watching the required compliance and regulatory webinars located in the 'IntelTutorials' section of your Agent back office site. Know the right language, the right way to market yourself and the 'Golden Rule'.



MORE TIPS

YOUR AGENT PIN is for internal use with the IntelTravel website. It's used to track your online booking and commissions and is not for use with suppliers to make bookings or identify yourself. IntelTravel's **CLIA/IATAN/ABTA** number identifies the travel agency with which you're affiliated, and this is the number that must be given to vendors when booking directly.

HOW TO BOOK DIRECTLY WITH SUPPLIERS

If you have specific questions about a property, cruise line or destination, call vendors directly or visit their websites [log into their Travel Agent areas when available]. But remember, it is best to make reservations through our website to avoid errors and enjoy automated real time reporting. You are permitted to book directly with suppliers, but in order to earn commissions and have your transactions tracked and manually entered into reports, you must follow certain guidelines. Step by step instructions are available in the **Agent FAQs** or through customerservice@inteletravel.com.

ALWAYS BE PROFESSIONAL. When traveling as an Independent Agent, you're expected to appear and act in a professional manner. This helps maintain the professional image of IntelTravel and your fellow Agents [and makes it more likely that you will be treated with respect and offered professional courtesies].