

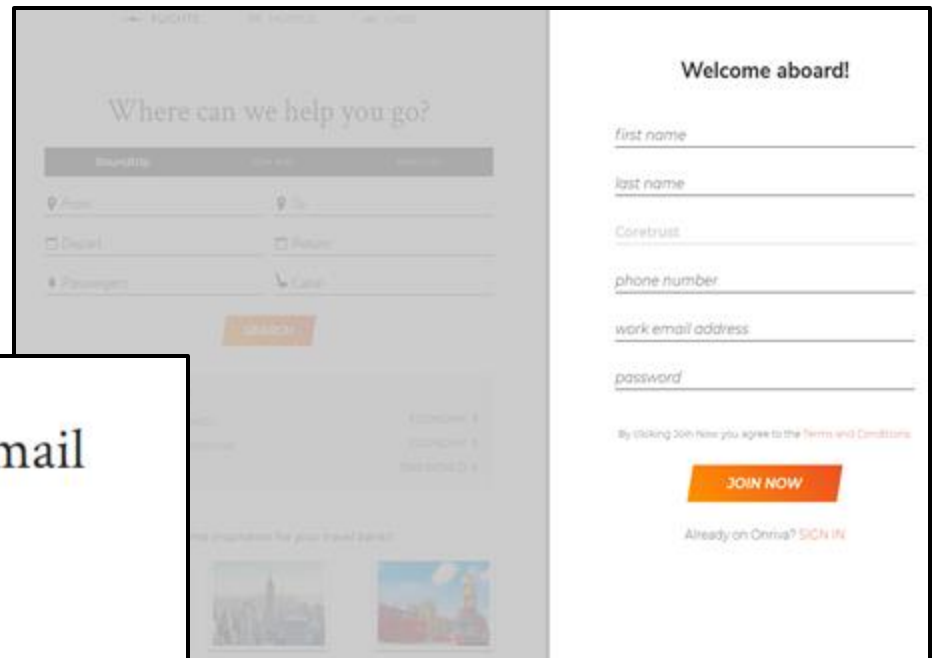
Kalamazoo Valley CC Quick Start Guide

Self-Registration Instructions

Enroll today by clicking on the sign-up link below (You MUST use your company email address)

<https://www.onriva.com/kvcc/signup>

1. Enter your information & click "Join Now"
2. Check your email for the Verification
3. Email & click "VERIFY YOUR EMAIL"
4. Fill in company department & Click "Save"
5. Welcome to the main booking page



Where can we help you go?

first name _____

last name _____

Coretrust _____

phone number _____

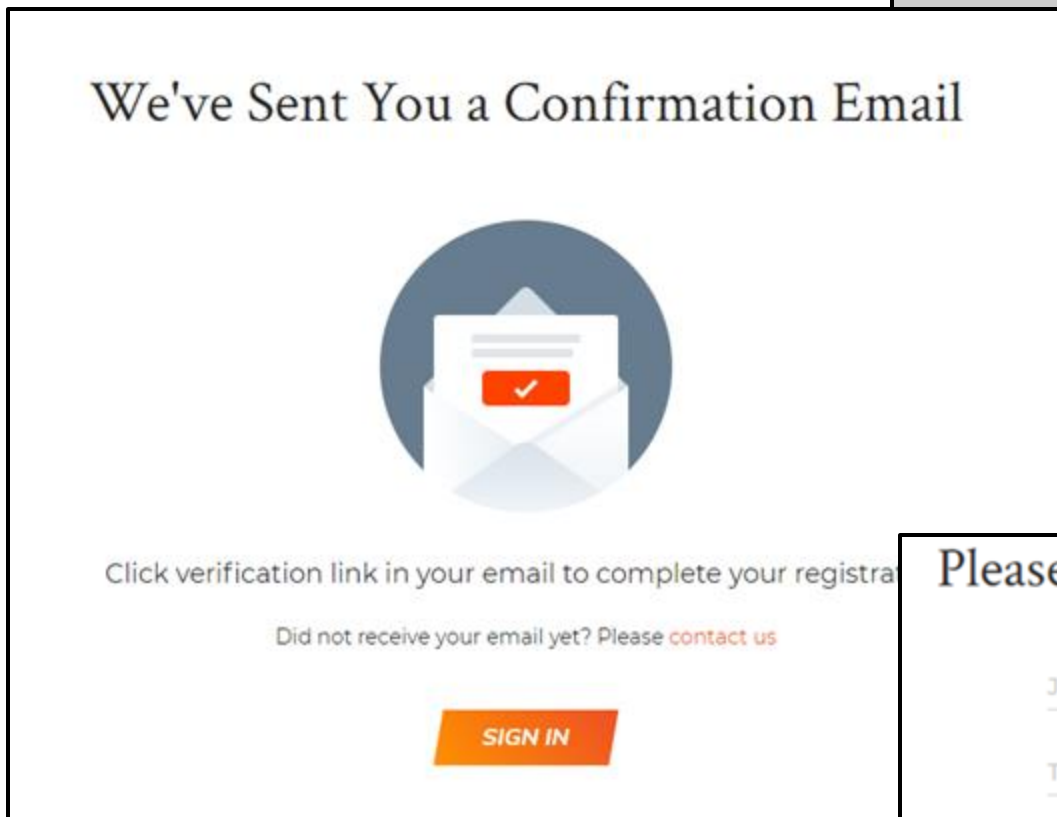
work email address _____

password _____


By clicking join now you agree to the [Terms and Conditions](#)

JOIN NOW

Already on Onriva? [SIGN IN](#)



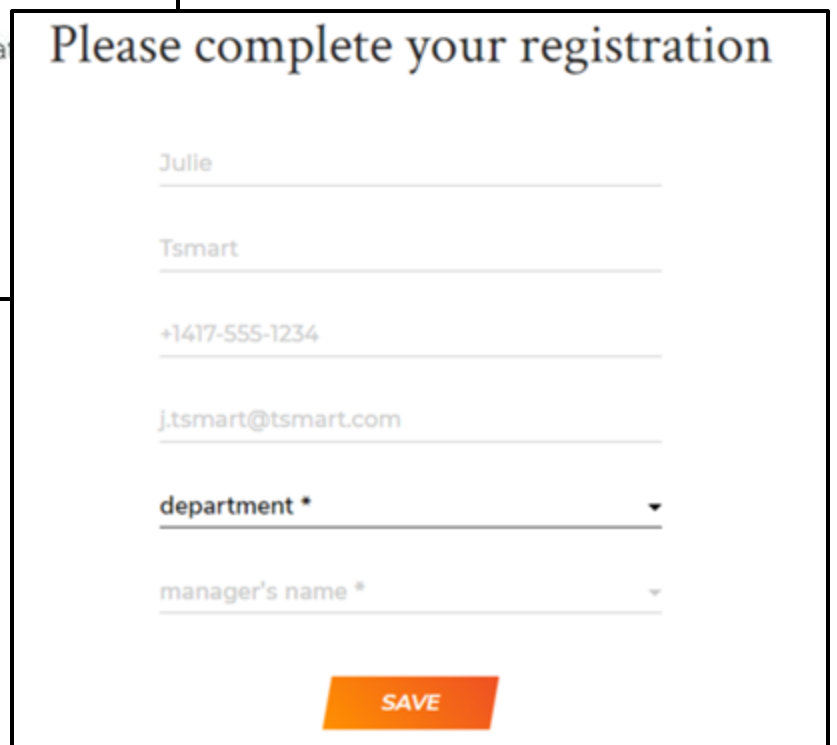
We've Sent You a Confirmation Email



Click verification link in your email to complete your registration

Did not receive your email yet? Please [contact us](#)

SIGN IN



Please complete your registration

Julie _____

Tsmart _____

+1417-555-1234 _____

j.tsmart@tsmart.com _____

department * _____ ▾

manager's name * _____ ▾

SAVE

Setting Up Your Profile

- By clicking on your name (top right side) you have access into your *Profile*
- Please enter your Personal Information:
 - Full name as it appears on your government issued identification.
 - Gender, Passport Number, Date of Birth and Known Traveler Number
 - Emergency contact name, phone number and email address.
 - Home Address, Home and Cellular phone numbers and Home Airport Preference
 - Preferred Domestic and International Class of Service
 - Preferred Airline, Hotel and Car - Including your airline frequent Flyer Program and hotel and car loyalty numbers
 - Seat and Meal Preferences

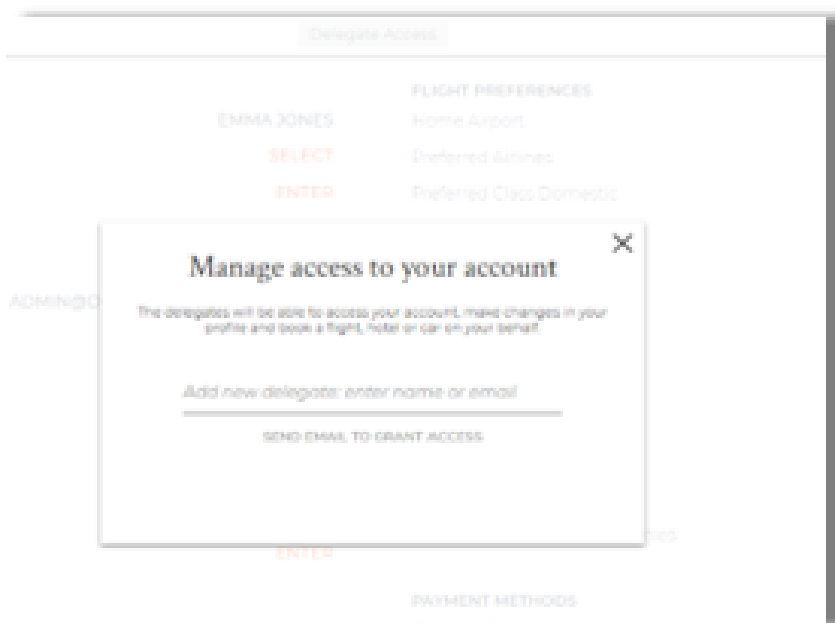
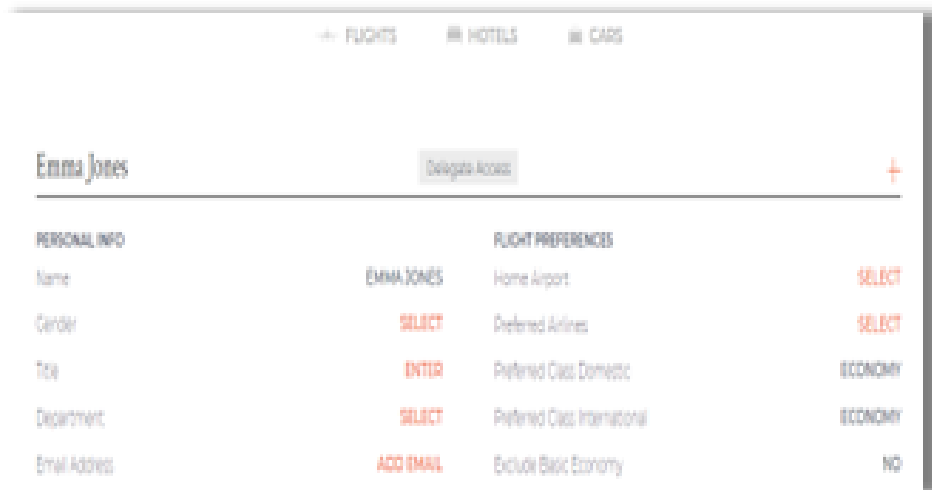
Sam Smith
+

MY ACCOUNT		FLIGHT PREFERENCES
Email	ONRIVADEMO@IMPLEMENTATI...	Home Airport ENTER
	CHANGE PASSWORD	Frequent Flyer Program SELECT
PERSONAL INFO		Preferred Class Domestic ECONOMY
Name	SAM SMITH	Preferred Class International ECONOMY
Gender	SELECT	Exclude Basic Economy NO
Title	ENTER	Seat Preference SELECT
Department	EMPLOYEE	Meal Preference SELECT
Manager	NONE	
HOTEL PREFERENCES		
Email Address	ADD	Hotel Loyalty Program SELECT
Business	EMAIL@YOURCOMPANY.COM	
CAR PREFERENCES		
Phone Number	ADD	Car Rental Loyalty Program SELECT
Work	+1 866 317 1302	
PAYMENT METHODS		
Passport	ENTER	Credit or Debit card ADD
Home Address	ENTER	
Date of Birth	ENTER	
Known Traveler Number	ENTER	
Redress Number ⓘ	ENTER	
Emergency Contact	ENTER	

Granting Delegate Access

Granting delegate access will allow another user within your organization to book on your behalf.

1. *On the profile page, click the gray box labeled 'Delegate Access'.*

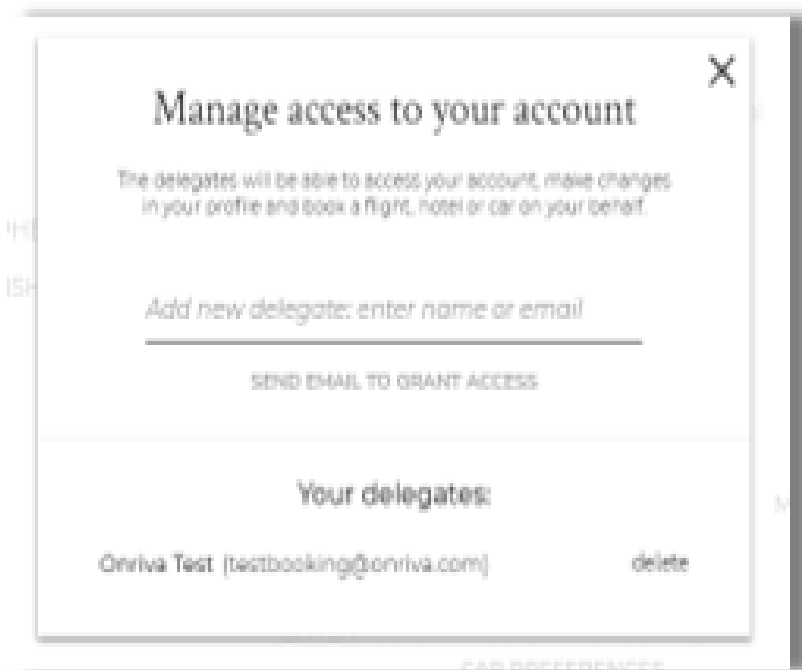


2. *Type in the name or email address of the person you are granting permission to.*

3. *Click on the link 'Send Email to Grant Access'.*

4. *Delegate receives an email they can book on your behalf.*

To remove a delegate, click 'delete' next to the delegate name.



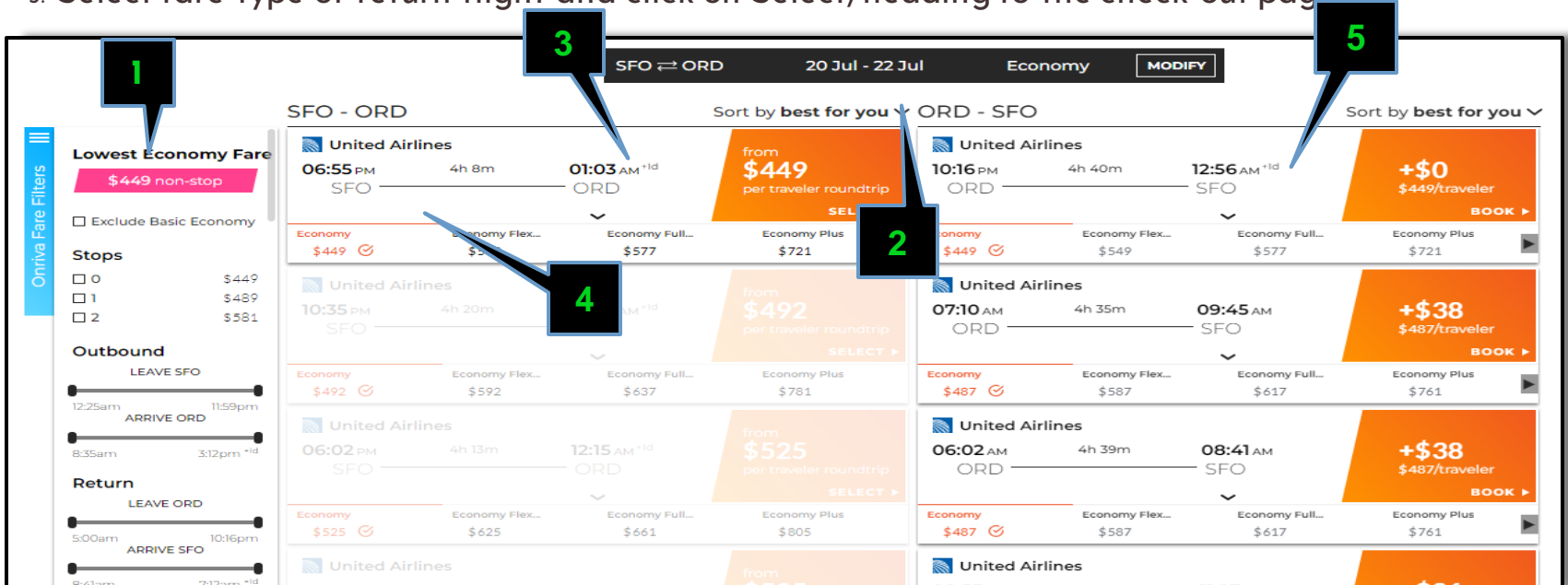
Searching Flights

Begin Your Search

- Begin by selecting the 'Flights' Tab
- Select 'Round Trip', 'One Way' or 'Multi-City'. Enter your *departure* and *destination* locations, dates, number of passengers, and class of service

Use Search Filters to Find the Right Flight

- The first *At a Glance* results provide an overview of the airlines that fly in the market, the non-stop vs. connections and the various airfares
1. Click the 'Onriva Fare Filters' tab to further target your search by number of *Stops*, *Outbound/Return* time, also selecting your preferred airline and provider
 2. Use the 'Sort by' option to view by *Recommended, Price, Duration, Departure, and Arrival*
 3. View fare 'Details'
 4. Select fare type of outbound flight and click on Select
 5. Select fare type of return flight and click on Select, heading to the check-out page



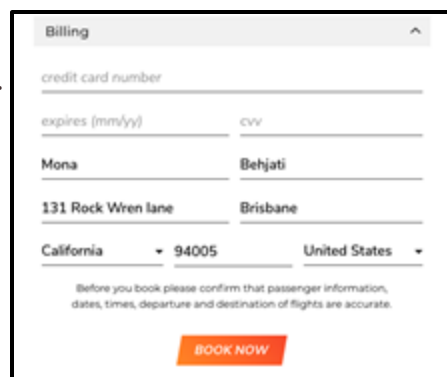
The screenshot shows a flight search interface for SFO to ORD. The top navigation bar includes the route 'SFO ⇄ ORD', dates '20 Jul - 22 Jul', and 'Economy' class. A 'MODIFY' button is present. The main results area is split into 'SFO - ORD' and 'ORD - SFO' sections. On the left, a sidebar titled 'Onriva Fare Filters' shows 'Lowest Economy Fare' at \$449 non-stop, with options for 0, 1, or 2 stops. The flight cards display United Airlines options with various fare types (Economy, Flex, Full, Plus) and prices. Callout 1 points to the filter sidebar, callout 2 to the 'Sort by' dropdown, callout 3 to a flight card, callout 4 to a fare type selection, and callout 5 to a 'BOOK' button.

Last step to complete your booking:

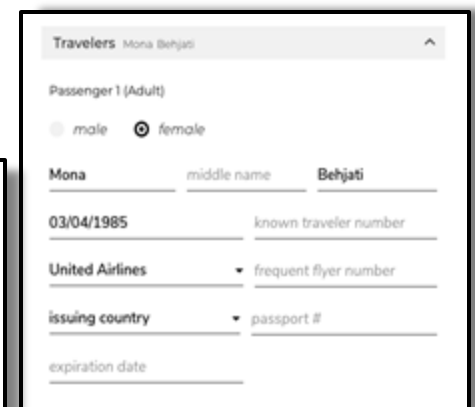
- Add the traveler's information and payment details if not stored in the profile.

- And Click

BOOK NOW



The billing form contains the following fields: credit card number, expires (mm/yy), cvv, name (Mona Behjati), address (131 Rock Wren lane, Brisbane, California 94005, United States), and a 'BOOK NOW' button. A disclaimer at the bottom states: 'Before you book please confirm that passenger information, dates, times, departure and destination of flights are accurate.'



The travelers form shows 'Passenger 1 (Adult)' with gender 'female', name 'Mona Behjati', date of birth '03/04/1985', frequent flyer number, issuing country, and passport #. An 'expiration date' field is also present.

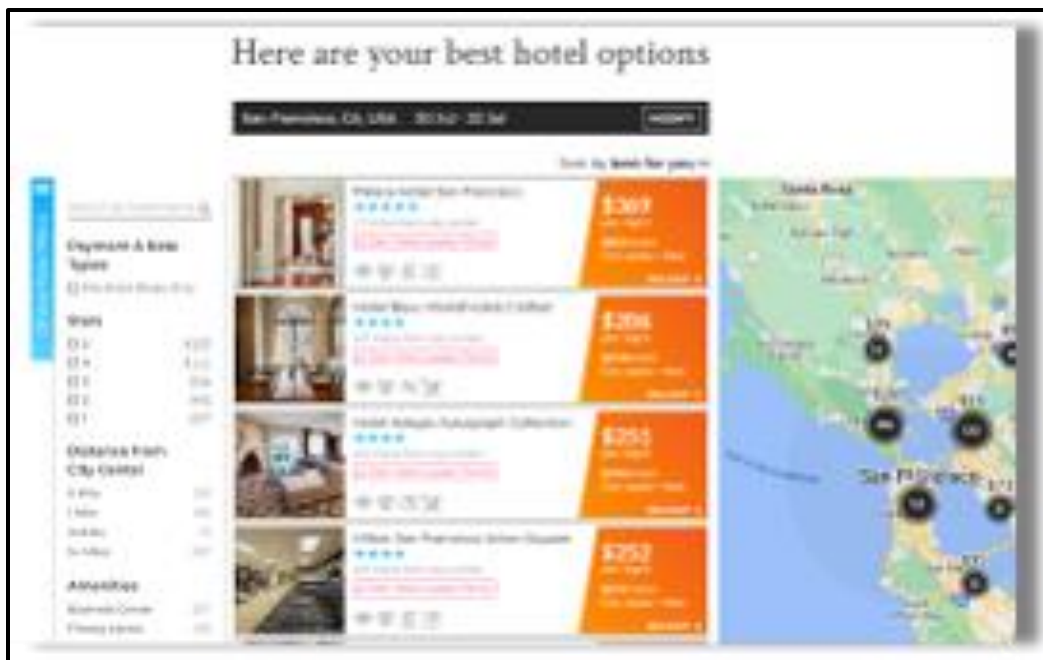
Searching Hotels

Begin Your Search

- Begin by selecting the *Hotels* Tab
- Search for a hotel near a *city, US address, airport* or specific *destination* (if applicable)
- Select dates and the number of guest/s

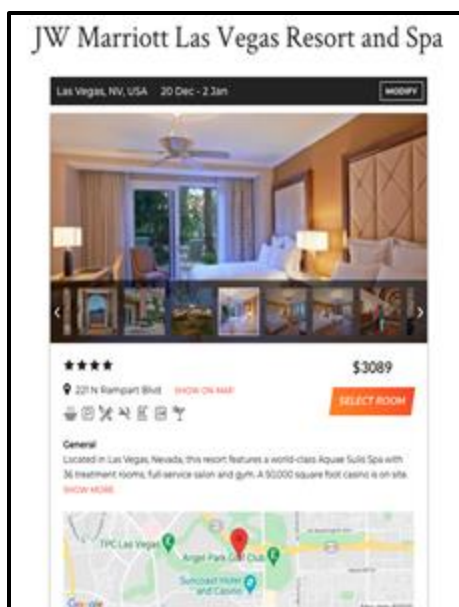
Filter Your Results to Find the Right Hotel

- You can further filter your results using the menu on the left; Your search results will be reordered based on your new search criteria



After selecting your hotel

- View Hotel Amenities
- Select room type

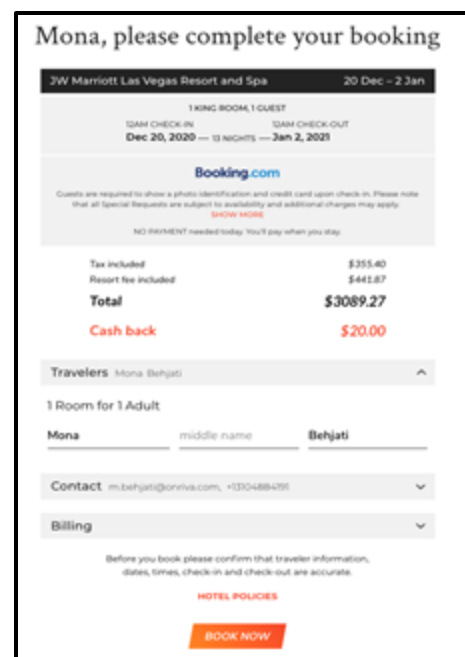


Last step to complete your booking:

- Add the traveler's information and payment detail if not stored in the profile

BOOK NOW

- **And Click**



Searching Cars

Begin Your Search

- Begin by selecting the Cars Tab
- Select City, dates, and the Driver's Age


Filter Your Results to Find the Car

- You can further filter your results using the menu on the left; your search results will be reordered based on your new search criteria

Select Book on your Car of Choice




Last step to complete your booking:

- Add the traveler's information and payment detail
If not stored in the profile.
- And Click 

Getting Assistance

Travel easy with Onriva Customer Support

 24/7/365 - Online chat (available on the bottom right of all screens)

 +1 866 317 1302 or +1 650 449 6452

 support@onriva.com

Planning a complex trip or have no time? Call us and we'll take care of your booking. And yes, you can use your earned Onriva dollars to pay for your trip!

Too many options and details to manage? We can help you find your perfect itinerary, taking fares, cabins, amenities and more into account. By the way, we can also help with your seat assignment, baggage purchase, frequent flyer miles, and more.

Change of plans (Changes, Cancellations & Refunds)? We've got you covered.

Problems during your trip? We will act on your behalf and fix it.