



## Self-Registration

### Travel Manager Verification – Corrective Action

When a user self-registers, the travel manager assigned to the region/country associated with the country of employment selected by the user will receive a notification email that provides them with the user's name, email address and country of employment. **Dependent on what country of employment the user selected, action may or may not be needed.**

**NOTE:** Users will be able to access Dash Portal. If the user entered the incorrect country of employment, they may not have access to the correct instance of content, including the online booking tool, until their travel manager corrects it by completing the following steps:

The travel manager will receive an email from [dash@tandt.com](mailto:dash@tandt.com) to review and verify that the country of employment is correct. The portal content displayed to the user is based on the country of employment. **If country is correct, no action is needed.**

1. If the user's country of employment needs correction, the travel manager will need to click on the link to be taken to Dash Portal to correct the country of employment. The travel manager must be logged in to Dash Portal and update the user's country in the Manage Users section.
2. Once in Dash Portal, the travel manager can correct the country of employment as needed. The traveler will then have access to the correct content.

