

DASH PORTAL SELF-REGISTRATION



Self-registration allows users to register for Dash Portal so they have immediate access to their company's portal content, including online booking tools, travel policy, etc.

Register for Dash Portal

1. Navigate to Dash Portal Sign In page (dashportal.tandt.com).
2. Click Register.
3. Complete the registration form—user **must use** their business email address.
4. If user has an upcoming trip, enter a record locator (not required). This will allow an itinerary to be synched to their account (there is also an option to sync record locator after they log in to Dash Portal for the first time).
5. Click Register for Dash Portal.

Based on portal configuration by client, Dash Portal may require users to verify their country of employment to ensure access to the correct content. If needed, the user's travel manager may need to verify and/or correct country of employment for the user to access correct content. In these cases:

6. When prompted, they must choose their country of employment from the options provided.
7. Click Complete Registration.

Email Verification

1. After completing their registration, the user will receive an email from dash@tandt.com with a link to complete their registration.
2. They must click the link to verify their account.
3. After verifying their account, they can sign in to Dash Portal using their business email address as their username and the password they created during registration.

*NOTE: For configurations where country of employment is needed by a user, the client's travel manager will receive an email from 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.***

Sign In

Username

Password

Password is required

SIGN IN

REGISTER **2**

CREATE/FORGOT YOUR PASSWORD?

Register your account

First Name **3**
Travis

Last Name
Transport

Business Email
ttransport@tandt.com

i Passwords require a minimum of 8 characters and at least 3 of the 4 following categories must be satisfied: lower case, upper case, numeric, non alpha-numeric (e.g. @ # \$ %).

Password

Confirm Password

Have an upcoming trip? [Enter record locator](#) **4**
[ABC123](#)

You must approve collection of personal data in order to make the desired update. [Click here](#) for more information.

5 REGISTER FOR DASH PORTAL

Country of employment

Select your country of employment

Your company's default country of employment is selected by default. If your country of employment is different, please select the correct one.

Country of Employment **6**
USA

BACK COMPLETE REGISTRATION **7**