

A man with short brown hair and a light beard, wearing a blue suit and tie, is seated in an airplane cabin. He is looking down at a black smartphone held in his hands. The background shows the interior of the plane, including the headrest of the seat next to him.

**Client Portal**

## **New Traveller – Self Registration**

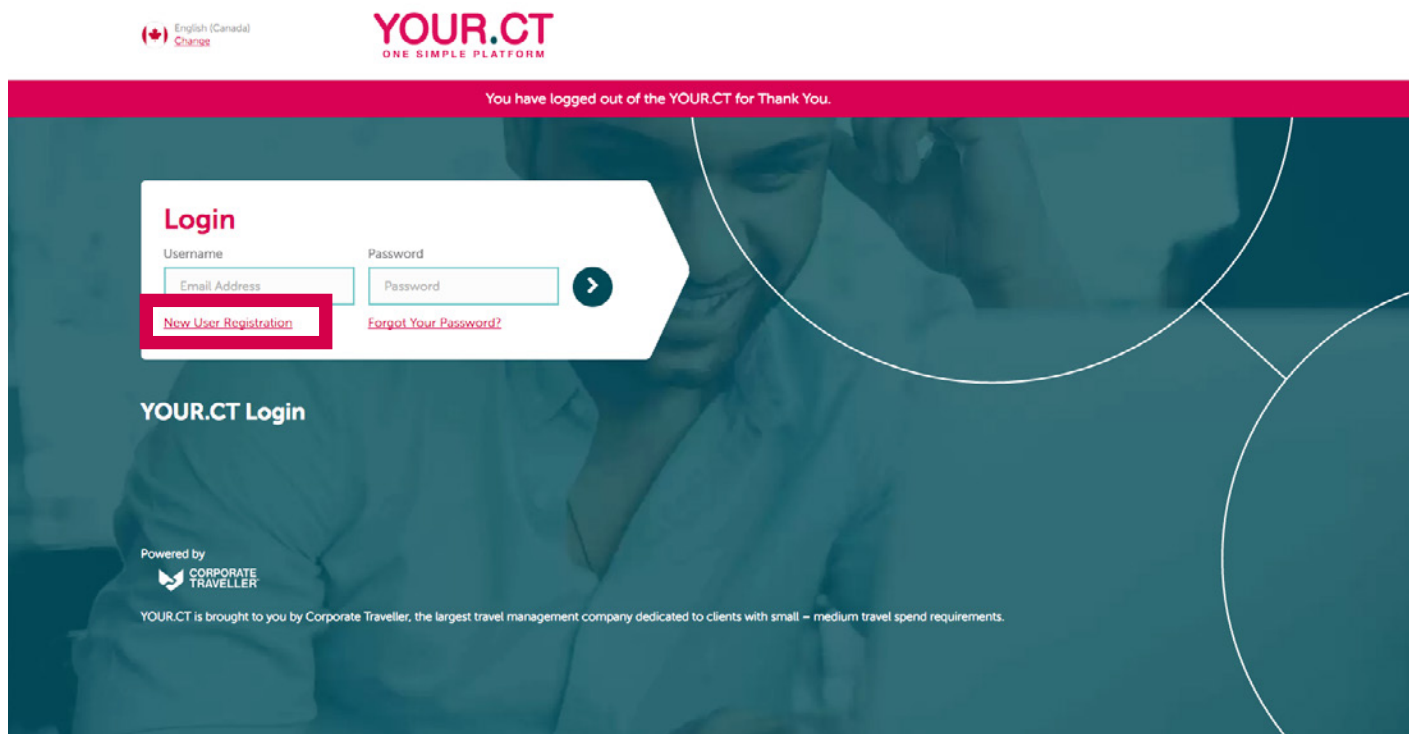
Instructions on how to access  
your Travel Portal

# Step 1 – Getting started

Access your Portal through this link: \_\_\_\_\_

In order to set up your portal you can select "New User Registration"

You will be required to enter your company code. The Company code is: \_\_\_\_\_



You will receive an email to reset your password. You can create a unique password for access to your Portal.

**YOUR.CT Password Request** Inbox x

**do-not-reply@fcm.travel** to me 3:16 PM (0 minutes ago)

We recently received a password reset request for your YOUR.CT account.

Please use the following URL to access the password reset page: <https://portal.fcm.travel/Account/SetNewPassword/miguelmolina008%40gmail.com/181049134059146115243076060188014181219162112089/>

You will then be prompted to create a new password to re-activate your account.

If you did not request a password reset, please contact your YOUR.CT Administrator.

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**YOUR.CT**  
ONE SIMPLE PLATFORM

You're logged in as User Test  
[Log out](#)

[Home](#)

[Travel Profile](#)

[Travel Policy](#)

[Settings](#)

**Help & Support**

Travel Team:  
+1 6045551234  
+1 6045551234  
office@corporatetraveller.ca

Emergencies:  
+1 6045559876

Technical Support:  
+1 6045551234  
office@corporatetraveller.ca

POWERED BY CORPORATE TRAVELLER

### Please Change Your Password

#### Create a New Password

NEW PASSWORD

CONFIRM PASSWORD

Select a password which:

1. is at least 8 character(s),
2. contains at least 1 alpha character(s),
3. contains at least 2 lower case character(s),
4. contains at least 1 upper case character(s),
5. contains at least 1 numeric character(s),
6. contains at least 1 special character(s),
7. has not been used recently.

[Change](#)

#### Travel Alerts

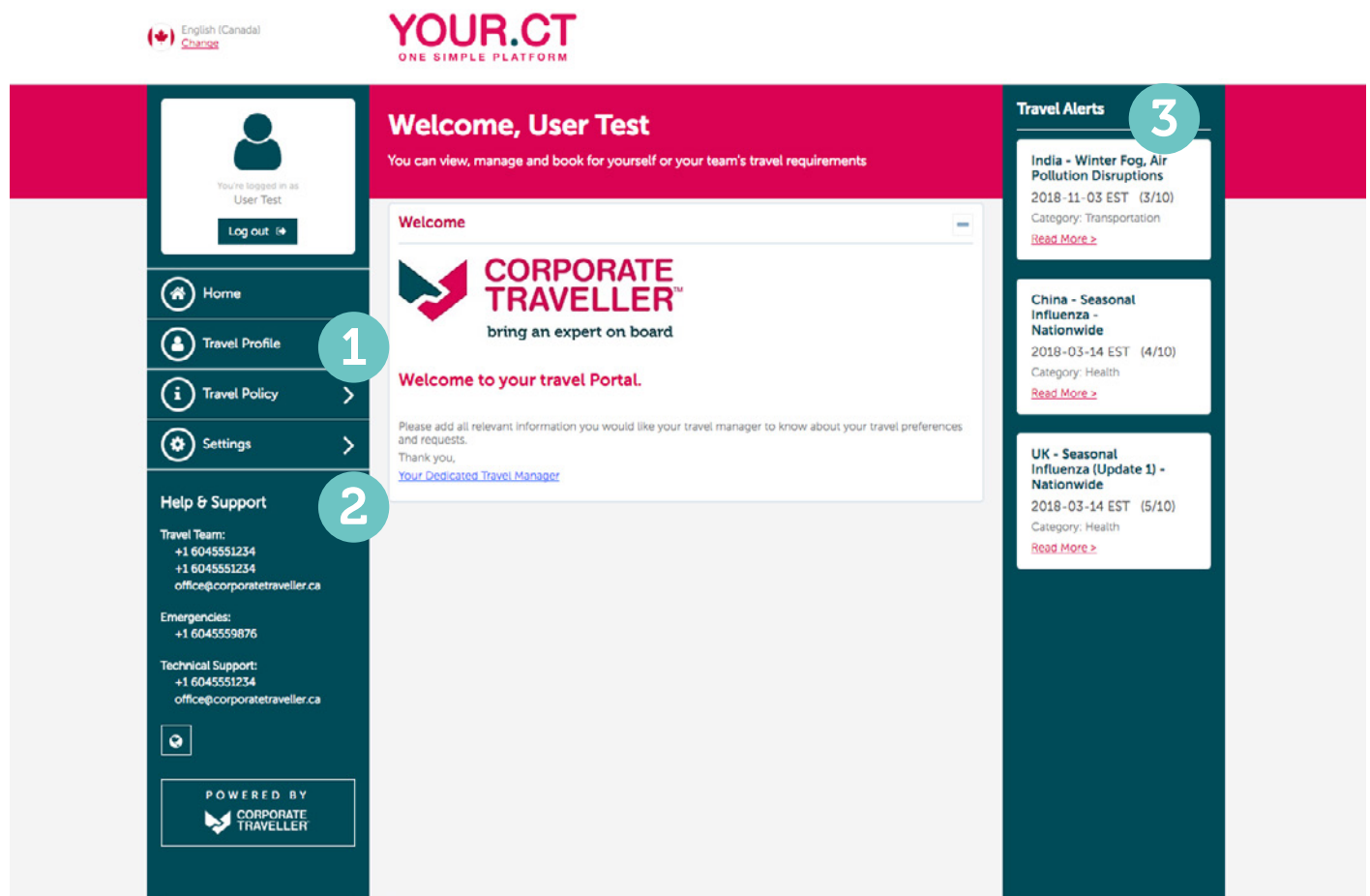
2018-11-09 EST (2/10)  
Category: Security  
[Read More >](#)

**India - Winter Fog, Air Pollution Disruptions**  
2018-11-03 EST (3/10)  
Category: Transportation  
[Read More >](#)

**China - Seasonal Influenza - Nationwide**  
2018-03-14 EST (4/10)  
Category: Health  
[Read More >](#)

**UK - Seasonal**

# Homepage Page Walkthrough



1

### Travel Profile:

Add all relevant information with regards to your travel preferences and requests. This information will update automatically for your Travel Manager to see when making your next booking.

2

### Help & Support:

Easily find contact information for your travel manager and their team.

3

### Travel Alerts:

Stay up to date on current travel advisories around the world.