Traveler Support and Technical Support
To view contact information for Orbitz for Business, click the Customer Support tab on the home page. On this tab you can search Frequently Asked Questions (FAQs) by keyword or phrase or submit new questions.

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Sign In
Before you can begin using OFB to make travel arrangements and manage your Traveler profile, you must first sign in or, if your company has enabled the Single Sign-on feature, sign in directly to your company's intranet.
1. Connect to the Internet, open a Web browser, and navigate to http://www.orbitzforbusiness.net
2. Sign in with your OFB member ID (e-mail address) and password.

Booking Travel for Registered Travelers
As a Travel Arranger, you can make travel arrangements for other Travelers assigned to you in OFB.
1. Click Change Traveler above the flight search area.
2. For the traveler you will book for, you can select their name from your traveler list, company directory or enter their name in the freeform entry field, depending on your travel arranger permission level.
3. On the Review and purchase page, under Provide Billing Information, select a credit card for this transaction.
   Note: By default, any credit cards the selected traveler has identified as 'corporate' (as well as your reservations) are visible. To see your own credit cards, click View Travel Arranger’s credit cards.
4. Follow the same steps that you would normally take when completing the purchase process for a flight, hotel room, or rental car for yourself.

Checking Flight Status
You can use the News & Guides page to check the status of any flight on the day it flies, and one day before and after.
1. On the home page, click Check flight status.
2. The Flight status area appears at the top of the page.
3. Select the airline and travel date.
4. Enter your flight number.

Locating Travelers
You can use the Traveler locator feature to locate current and future Traveler itineraries based on one or more types of search criteria.
1. On the home page, click Traveler locator.
2. Specify any location, flight, date range, travelers or trip reference criteria you want to use to narrow your search, and then click Display trips.
   Note: By default, you can only view itineraries for travelers in your My Travelers list. If you were granted the necessary permissions by your Travel Administrator, you can also see the option to view all travelers in the company directory.
3. On the Traveler Locator Results page:
   a. Click the column heading that you want to sort Traveler locator search results by.
   b. Click a trip name or traveler name to view the corresponding itinerary on the Traveler’s My Trips page.
   c. Click Add in the Air, Car Rental, Car Service or Hotel column to add a new reservation to a Traveler’s existing itinerary.
   d. Click Download results in .csv format to save these search results in a comma separated values (CSV) file on your computer.

Modifying Profiles for Travelers
In addition to booking travel on behalf of Travelers, as a Travel Arranger, you can also make changes to certain areas of a Traveler’s profile.
1. On the home page, click Traveler list.
2. On the My Travelers: Traveler list page, click the name of the Traveler whose profile you want to edit.
   Note: If you have been granted the necessary permissions by your Travel Administrator, you will see the Edit my traveler list option. You can use this option to modify your Traveler list.
3. On the selected Traveler’s My Account page, you can click the following links to modify specific parts of the Traveler’s profile:

- **Change e-mail settings**: change e-mail address and e-mail format preferences.
- **My Profile**: you can view and edit:
  - Name and contact information
  - Departure city
  - Frequent flier and other loyalty program information
  - Preferred seating and special preferences
- **Business Information**: Add or edit administrative assistant and emergency contact details.
- **Billing information**: Add new credit cards and update billing details.
- **Shipping information**: Add new addresses and update shipping details.
- **Alerts**: Set up alerts that can be sent to you, the traveler, and the Traveler’s family, friends, and co-workers.

4. After updating details in any of these sections, click **Save** or **Update** at the bottom of the page.

**Managing Your Traveler List**

If you have been granted the necessary permissions by your Travel Administrator, you can modify your Traveler list.

**To add a Traveler to your My Travelers list**

1. On the home page, click **Traveler list**.
2. On the **My Travelers: Traveler list** page, click **Edit my traveler list**.
3. Search for travelers to add to your list:

On the **My Travelers: Traveler List: Edit** page, search for travelers by last name or e-mail address.

- Filter name searches by selecting the first letter of the last name of your traveler.
4. To add travelers to your My Travelers list, select the **All Travelers** tab.

5. Check the **Add to list** box next to any traveler you wish to add.
6. Click **Check all** to add all travelers to your My Traveler list.

**To remove a Traveler from your ‘My Travelers’ list**

1. On the home page, click **Traveler list**.
2. On the **My Travelers: Traveler list** page, click **Edit my traveler list**.
3. On the **My Travelers: Traveler List: Edit** page, select the **My Traveler list** tab.
4. Check the **Remove from list** box next to the name of the Traveler you want to remove from your **My Travelers** list.
5. Click **Delete** selected.

**Booking Travel for Non-registered Travelers**

If you have been granted the necessary Travel Arranger permissions, you can book on behalf of non-registered Travelers.

1. Click **Change Traveler** above the flight search area.
2. Choose **Type in the name**.
3. Enter the full name of the traveler you will be booking for.
4. Click **Change**.
5. Follow the same steps that you would normally take when searching, booking and purchasing a flight, hotel room, or rental car for yourself.

On the **Flight Information** page, confirm that you have booked travel for the right traveler in the **Who’s Traveling** area.