

Become a Travel Delegate

1. Login to Reardon and click the profile button.

The screenshot shows the PersonalAssistant website interface. At the top right, there is a navigation bar with links for 'Mobile Assistant', 'Brandon's Profile', 'Help', and 'Sign out'. The 'Brandon's Profile' link is highlighted with a red arrow. Below the navigation bar is a red header with tabs for 'Home', 'Travel', 'Dining', and 'Entertainment'. The main content area features a 'Travel' section with a search form for flights, hotels, and rental cars. On the right side, there is an 'Alerts' section with a notification about scheduled maintenance and a 'Profile' button. Below the alerts is a 'Go Mobile!' section with a 'Download it now' button. At the bottom right, there is a 'Company News' section with a 'Training & Demo' link.

2. Click the Add button next to Delegates.

The screenshot shows the PersonalAssistant website profile page for Brandon Rasler. The page title is 'Profile' and the subtitle is 'Brandon Rasler's Personal Information'. The page is divided into three columns of information. The first column contains 'Contact details' and 'Profile details'. The second column contains 'Business address' and 'Payment cards'. The third column contains 'Home address' and 'Delegates'. The 'Delegates' link has an 'Add' button next to it, which is highlighted with a red arrow. The 'Home address' section shows 'No address entered' and has an 'Add' button. The 'Delegates' section shows 'None entered' for both 'People I can book for' and 'People who can book for me'.

3. Click **Become a delegate** under the **People I Can Book For** section.

Profile | Delegate Access

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Address Book and Calendar
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Service Preferences

 **What is a delegate?**
A delegate has access to someone else's account and can book services for them.

People I Can Book For

You have access to these people's accounts

You are not a delegate for any accounts

[+ Become a delegate](#)

People Who Can Book For Me

4. Search for the traveler to book for by name or email address.

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Address Book and Calendar

Search

Search for someone within mannhummel-ax and become a delegate for them.

Name or email address: [Search](#)

[Cancel](#)

5. Select the Traveler.

Profile | Become a Delegate

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Search

Search for someone within mannhummel-ax and become a delegate for them.

Name or email address: [Search](#)

Search Results

Name	Email address
Smith, Roger	rasler@gmail.com

[Cancel](#) [Select](#)

6. Traveler will receive the following email notification.



Delegate Added Notification

Brandon Rasler has been added as a delegate to your Rearden Personal Assistant account. As a delegate, Brandon Rasler can now find, book, and manage services for you.

If you do not want Brandon Rasler to have access to your account, you can edit or remove access on the Delegate Access page in Rearden Personal Assistant by performing the following steps:

- 1) Sign in to the Rearden Personal Assistant.
- 2) Go to your Profile.
- 3) Click on "Edit" in the Delegates section of your Profile home page.
- 4) Click on "Delete" to remove Brandon Rasler as a delegate to your account.

Responses to this email should be directed to support@mennotrav.com or 1-800-635-0963. Do not directly respond to the sender of this email.

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7. Select a traveler to book for, as a Delegate.

The screenshot shows the Rearden Personal Assistant website interface. At the top right, there is a navigation bar with the following items: "Mobile Assistant", "Brandon for Myself" (with a dropdown arrow), "Brandon's Profile", "Help", and "Sign out". The dropdown menu for "Brandon for Myself" is open, showing two options: "Myself" and "Smith, Roger". A large red arrow points from the "Myself" option towards the center of the page. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with icons for "Travel", "Car Service", and "Dining". The main content area features a "Travel" section with a search form. The search form has tabs for "Flight" (selected) and "Train". It includes fields for "From *" and "To *", a "Search nearby airports" checkbox, and "Leave *" and "Return *" sections with date and time pickers. Below the search form are buttons for "Hotel" and "Rental Car", each with an "Add" button. A "Search" button is at the bottom right of the search form. To the right of the search form is an "Alerts" section with a "Scheduled maintenance" alert. Below the alerts is a "Profile" section. At the bottom left, there is an "Upcoming Reservations" section with a message "You have no upcoming reservations." and a "View archive" link. At the bottom right, there is a "Go Mobile!" section with a "Download it now" button and a "Company News" section.