

# R&M/GLOBAL PORTAL: QUICK START

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REED & MACKAY

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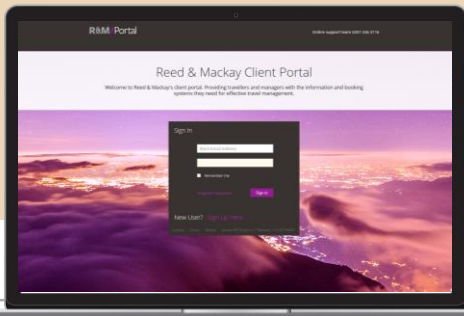
A LEADING TOOL FOR MANAGING TRAVEL; R&M/GLOBAL PORTAL BRINGS TOGETHER THE INFORMATION AND TOOLS THAT YOU NEED TO GET THE MOST FROM YOUR MANAGED TRAVEL

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## LOGIN

<http://www.reedmackay.com>

Go to 'CLIENT LOGIN' (top right)

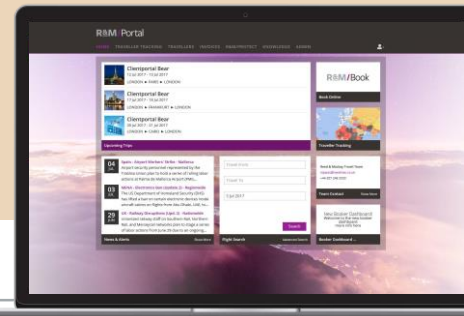


## REGISTER / SIGN-IN

To register click 'NEW USER'. Once registered with your business email address you'll be sent an email to activate your account. Once the email has been activated you will be able to login.

## TRAVEL MANAGER DASHBOARD

Upcoming trips, traveler tracking and trip reporting will be available. Simple top bar navigation will enable you to access what you need.



## TRIPS

All country trip information will show for all travellers and itineraries will be viewable online.

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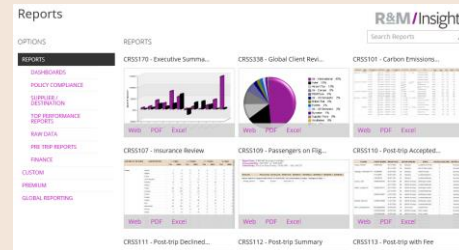
## TRAVELLER TRACKING

All country traveler tracking available using the map function containing R&M protect information.



## REPORTING

The suite of Global Reports can be accessed through the REPORTS tab. Instructions for each dashboard are stored in the ABOUT section.



## R&M/Protect

Through R&M/Protect, you can access Travel Alerts & Country Risk Reports. Intelligence is vetted by our Incident Management Unit, ensuring trusted information is distributed across our platforms.