

INSTRUCTIONS FOR PARTNERS

INTERNAL USE ONLY

DO NOT SHARE WITH CLIENTS

R&M/GLOBAL PORTAL: QUICK START

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REED & MACKAY

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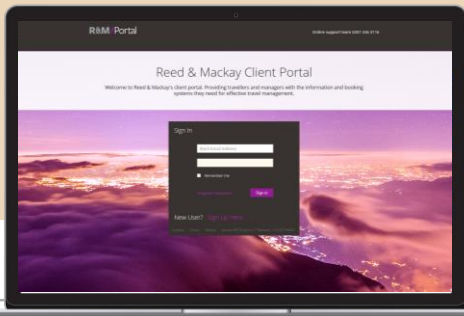
A LEADING TOOL FOR MANAGING TRAVEL; R&M/GLOBAL PORTAL BRINGS TOGETHER THE INFORMATION AND TOOLS THAT YOU NEED TO LOCALLY MANAGE REED & MACKAY CLIENTS

1/2

LOGIN

<https://clientportal.reedmack.com>

Go to 'PARTNERS LOGIN' (bottom right)



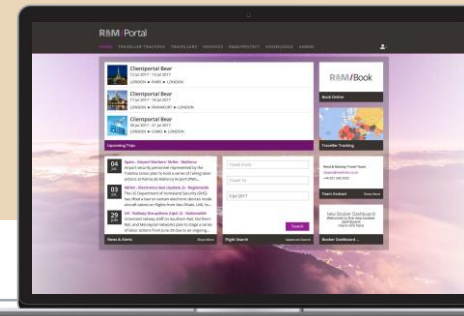
REGISTER / SIGN-IN

To access the portal please use the credentials provided by the online.support@reedmackay.com.

For each client you will receive a separate set of credentials.

ACCOUNT 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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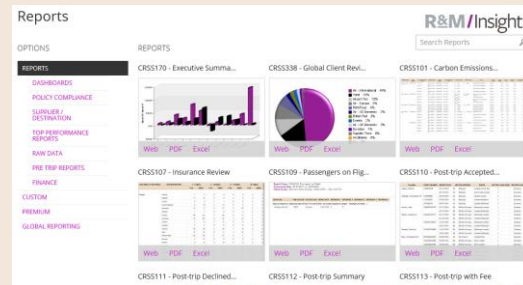
TRAVELLER TRACKING

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



REPORTING

Local reporting will be visible through R&M/Insights. You will have the same visibility as the client.



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.

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