

Melissa Mathies - Pixie Dust Adventures

web: www.PixieDustAdventures.com
email: Melissa@PixieDustAdventures.com
(719) 321-5285

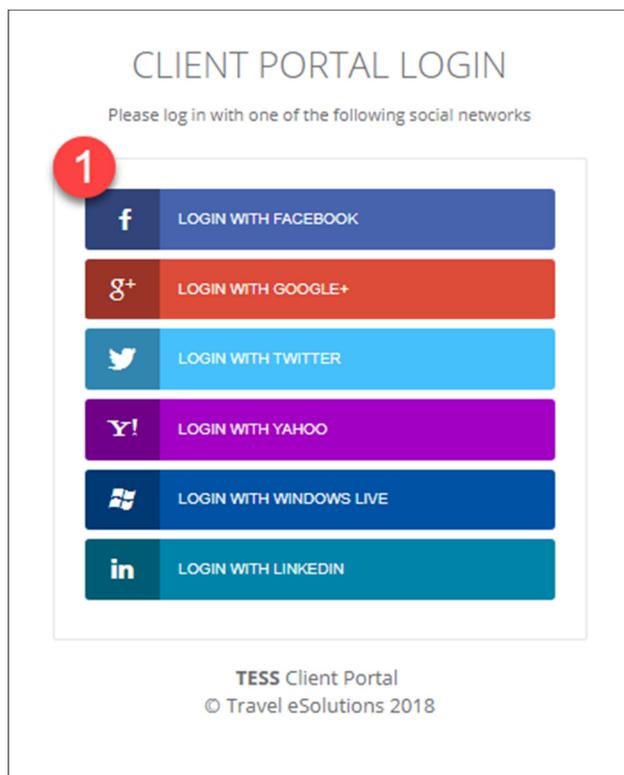


Destinations by Melissa

Accessing Your Travel Portal

You will receive an email with a link or button to access your portal.
In the standard email you can click on the "Activate Now!" button at the bottom.
Save this email! You can click the link to login anytime.

1. Click on one of the online login providers to associate an account.
We are adding an email/password option as well,
however using an online account will simplify support
If you are already logged into that account they will be taken directly to their portal,
if not you will see a screen to log into your account.



- On your Dashboard you can see your own contact information, statistics on your travel, and your tasks that I (your travel agent) has assigned.

2 Welcome to Your Client Portal

This is **your portal**. It will allow you to view all of your trips, and communicate with your agent **Stephen Garrett**.

Your profile

Alyssa
1234 M
You can manage all of your personal information, as well as your social logins by going to the My Profile page.
Click to manage your complete profile

Dashboard information and statistics

- Plan and Travel with family and friends!
- Current, upcoming and historical travel activity (18 trips)
- Your top destinations

Did you know ...
... that you can easily search our resorts and hotels for your perfect getaway based on your preferences? Just click on the Resorts and Hotels menu option and allow us to suggest the perfect vacation.
... that once you have added a location to your bucket list you can share it on your favorite social network, as well as invite friends so you can plan an unforgettable vacation?
Click to view and manage your trips

United States of America
Oct 27, 2017 4

Mexico
May 7, 2017 1

Bahamas
Aug 1, 2017 1

Other/ Unknown destinations 12

Account details

MY ACCOUNT

Overview
This widget represents a high level overview of your trip activity. Clicking any of the links below will take you to the respective page for an in depth analysis.

18 TOTAL TRIPS ↑

4 UPCOMING TRIPS ↓

Assigned tasks

Task	Date Created	Date Completed	Action
PENDING Alyssa Smith Traveler Personal Information Validation	02/16/2018 8:32 PM	-	Review
COMPLETED Alyssa Smith Do you have any special requests?	02/27/2018 2:24 PM	02/27/2018 3:54 PM by Alyssa Smith	View
COMPLETED Alyssa Smith Travel Protection (Insurance)	02/27/2018 2:24 PM	02/27/2018 3:54 PM by Alyssa Smith	View

- From My Trips you can see all of the trips you have planned with me (your travel agent).
- Clicking through to a trip you can see an over view of the trip information.
- Documents: Look for your documents that I have shared with you here. Things like your confirmations and terms & conditions.
You can easily, and securely, share documents with me as well by simply dragging and dropping documents here.
- You can see a list of your bookings, final payment dates, and payments you have made.
- You can also view tasks to be completed for this trip.

Regular Trip
Anniversary

Dashboard / Trip

Trip Information | Itinerary

General Information

Anniversary ACTIVE

Please review your trip details, and contact us if you notice any discrepancies.

Start date
April 8, 2018

End date
April 8, 2018

Agent
Stephen Garrett

Documents

SHARED BETWEEN YOU AND YOUR TRAVEL AGENT + Add Document

Drag and drop documents or click the **Add Document** button above.

scan of passport.jpg
29/27/2018 5:29 PM by Alyssa Smith 10.14 KB

Travel details.docx
29/27/2018 5:29 PM by Alyssa Smith 11.23 KB

Bookings and Payments

BOOKINGS	PAYMENTS	TOTAL PACKAGE PRICE	REMAINING BALANCE
1	2	\$5,000.00	\$0.00

Booking Number	Package Price	Payment Date	Amount Paid	Final Payment	Balance
2018-02-21-15-05	\$5,000.00	02/23/2018	\$500.00	03/08/2018	\$0.00
Walt Disney Parks & Resorts		02/21/2018	\$4,500.00		
	\$5,000.00		\$5,000.00		\$0.00

Tasks

Alyssa Smith COMPLETED

Do you have any special requests?
Created 24/27/2018 2:24 PM
Completed 24/27/2018 3:54 PM by Alyssa Smith View

Alyssa Smith COMPLETED

Travel Protection (Insurance)
Created 24/27/2018 2:24 PM
Completed 24/27/2018 3:54 PM by Alyssa Smith View

8. Clicking the Itinerary tab you can view all of the details for your trip.
9. You can click the View Property link to see the details for that property.

Regular Trip

Anniversary Dashboard / Trip

Trip Information **Itinerary** 8

Itinerary At a Glance

- Seattle (SEA) - Orlando (MCO)
April 8, 2018/ 8:50 AM - April 8, 2018/ 5:19 PM
Delta Air Lines · DL2639
- [Disney's Animal Kingdom Lodge - view property](#) 9
Lake Buena Vista, United States of America
→ WDW Accessible Pool View
April 8, 2018 - April 8, 2018
- Orlando (MCO) - Seattle (SEA)
April 20, 2018/ 7:20 AM - April 20, 2018/ 10:45 AM
Delta Air Lines · DL2791

Complete Itinerary



Depart Seattle, United States
Sun, Apr 8, 2018 8:50 AM
SEA · Seattle Tacoma International Airport · Boeing 737-900 Passenger
Delta Air Lines · DL2639

Arrive in Orlando, United States
Sun, Apr 8, 2018 5:19 PM
MCO · Orlando International Airport · Boeing 737-900 Passenger
Delta Air Lines · DL2639

Check-in Disney's Animal Kingdom Lodge
Sun, Apr 8, 2018 3:00 PM
Near **Disney's Animal Kingdom** Theme Park
2901 Osceola Pkwy
Lake Buena Vista, 32830
United States of America United States of America



Submitting a Payment through your portal:

Before submitting a payment you must enter your credit card information in your profile

Click on 'Profile' then 'Add Credit Card' and fill in the information

Since the CVV & number must be stored separately, I will have to get the CVV code from you

My Profile
Manage your profile, passport information and preferences

Quick Actions
Not Available

DASHBOARD
TRIP MANAGEMENT
MY PROFILE
MY TRAVEL AGENT
RESORTS AND HOTELS
CRUISES

Birth date
Passport Number
Issued Date
Address
Expiration Date
Issued City
Issued Country

Telephone
Not Available
Email

Credit card information
Manage all of your credit and debit cards
+ Add credit card

Credit card number Expires Name on the card Address
Update Delete
Update Delete

On the left click on 'trip management' and then on 'my trips'
find the trip that you want to make the payment for
click on 'click to view additional details about this trip'

My Trips and Proposals
Current, upcoming as well as historical trips and proposals

Quick Actions
Not Available

DASHBOARD
TRIP MANAGEMENT
My Trips (2)
MY PROFILE
MY TRAVEL AGENT
RESORTS AND HOTELS
CRUISES

Vacation
START DATE: 2019
END DATE: 2019
AGENT: Melissa Mathies
PROGRESS: [Progress bar]
Package Price: \$
Remaining Balance: \$
Click to view additional details about this trip

Vacation
START DATE: 2018
END DATE: 2018
AGENT: Melissa Mathies
PROGRESS: [Progress bar]
Package Price: \$
Remaining Balance: \$0.00
Click to view additional details about this trip

« Previous 2 of 2 Next »

You will see all of the details about this trip (below)

Click on the 'Pre-approve payment' button on the right

BOOKINGS	PAYMENTS	TOTAL PACKAGE PRICE	REMAINING BALANCE
1	0	\$	\$

Booking Number	Package Price	Payment Date	Amount Paid	Final Payment	Balance
1423185	\$	N/A	N/A	05/19/2019	\$
	\$		\$		\$

Fill out the form that you will see (below) & submit it

Payment Pre-Approval

Please select the method of payment you would like to use for this pre-approval, as well as the amount to be charged, and the date you would like the charge to take place on.

Credit Card

Amount to be Charged *

Requested Payment Date *

Additional Notes

Your Signature

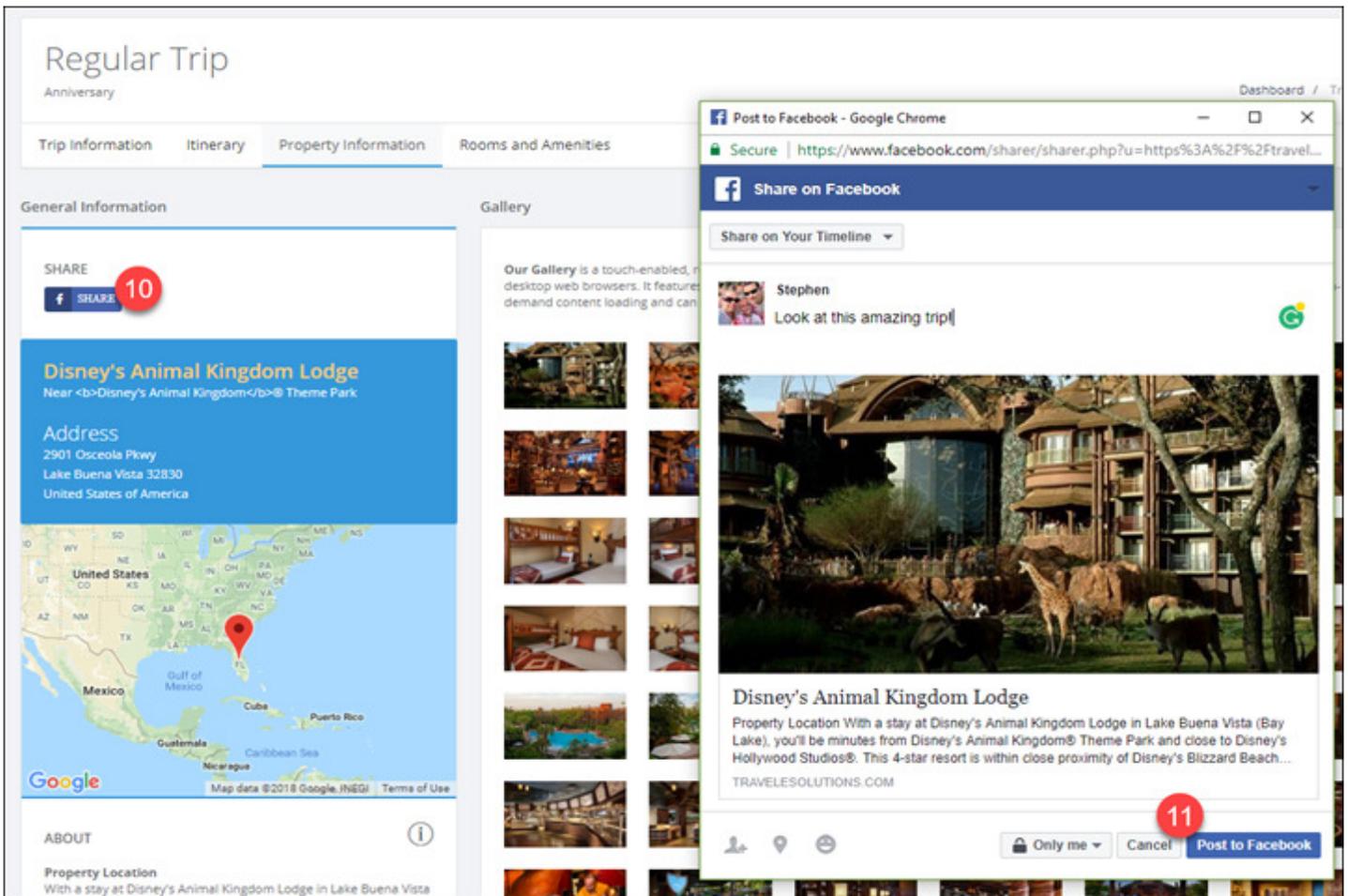
I confirm that the above information is accurate to the best of my knowledge. If I used a credit card as a method of payment, I authorize the above credit card to be charged in the amount shown for deposit, final payment, and other charges I may authorize verbally for this travel package. Insurance payments received are NON-REFUNDABLE. All airfare is NOT guaranteed until paid for and ticketed.

Full Name *

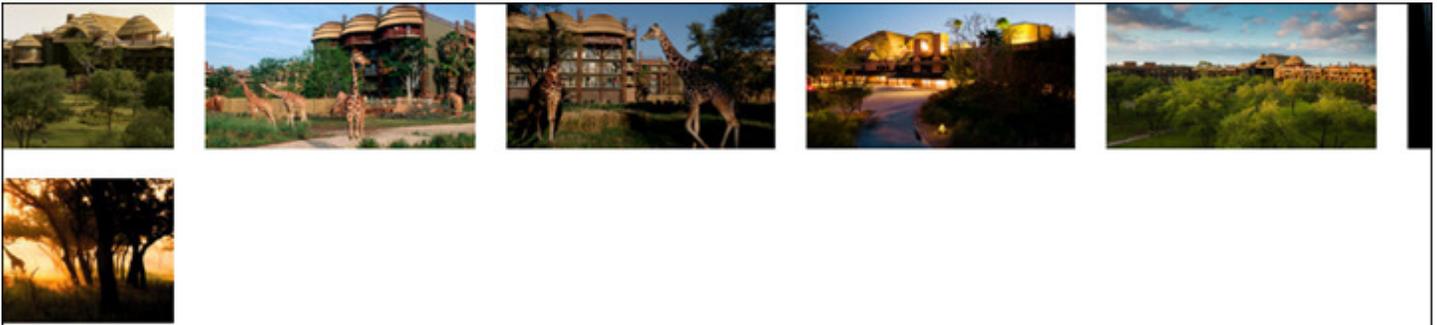
Sign above

Sign NameClear

10. From the property you can view images and review details, and you can share the information to your social networks. Don't worry, Exact dates of your travels will NOT be shared; only details about where you are going & the vacation that you will be enjoying.
11. Currently Facebook is supported and others will be added soon.
Your portal will NEVER share or post anything automatically!!!



12. When your friends click through on your post, they will see details about the destination.
They will NOT see any confidential information about you or your trip.



Get in touch with us

All of us at *Pixel Dust Adventures* are extremely committed in providing the best travel services, and we are always ready to go above and beyond in order to ensure the highest level of personalized service for our clients!

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Stephen at



stephen@



Sharing your trip is all about bragging rights. Why not brag a little? You deserve it! Maybe some friends will want to join you on your trip. The more the merrier don't you think?

Thank you again for choosing me to help you plan your vacation! I think this portal gives us a wonderful opportunity to keep in touch about the details of your trip. If you have questions about your trip, please never hesitate to contact me directly via email or phone.

Happy Travels,

Melissa Mathies – Pixie Dust Adventures

Destinations by Melissa

CLIA – Accredited Cruise Counselor

Website: www.PixieDustAdventures.com Facebook: www.Facebook.com/PixieDustAdventures

(719) 321-5285

Independent Agent with Cruises & Tours Unlimited