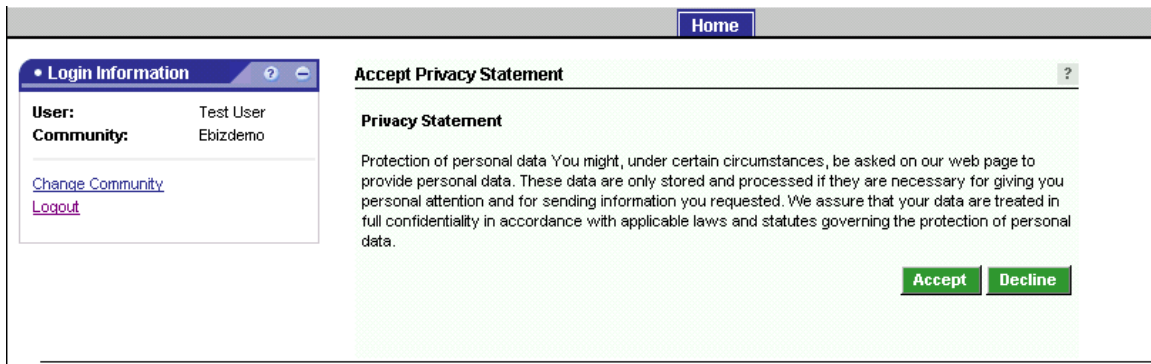


## If you logging on for the first time

Upon successful login into the system, the first screen you will see will be the Privacy Statement.



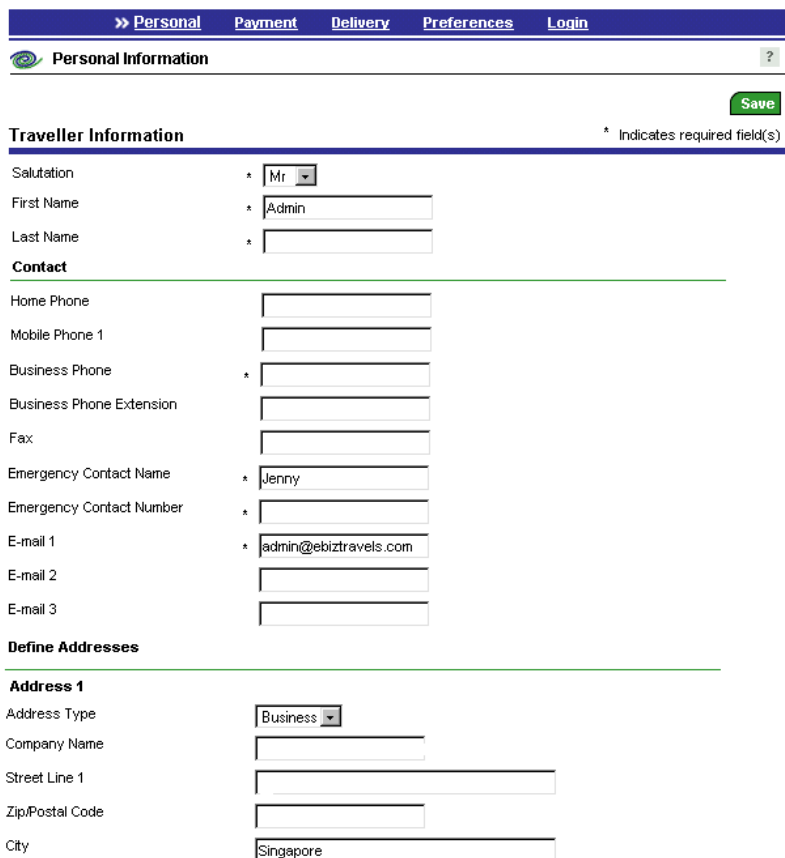
The screenshot shows a web interface with a grey header bar containing a "Home" button. Below the header, there are two main sections. On the left, a "Login Information" box displays "User: Test User" and "Community: Ebizdemo", with links for "Change Community" and "Logout". On the right, the "Accept Privacy Statement" section contains a "Privacy Statement" paragraph and two green buttons labeled "Accept" and "Decline".

This is a one-time acceptance and you will not be presented with this screen again the next time you login into the system.

To continue simply click on the **Accept** button.

To decline, simply click on the **Decline** button.

Next you will be presented with your User profile, Fill in the profile fields as needed.



The screenshot shows a "Personal Information" user profile form. At the top, there is a navigation bar with links for "Personal", "Payment", "Delivery", "Preferences", and "Login". The form title "Personal Information" is followed by a "Save" button. The form is divided into three sections: "Traveller Information", "Contact", and "Define Addresses".

**Traveller Information** (Fields marked with \* are required):

- Salutation: Mr (dropdown)
- First Name: Admin
- Last Name: (empty)

**Contact**

- Home Phone: (empty)
- Mobile Phone 1: (empty)
- Business Phone: (empty)
- Business Phone Extension: (empty)
- Fax: (empty)
- Emergency Contact Name: Jenny
- Emergency Contact Number: (empty)
- E-mail 1: admin@ebiztravels.com
- E-mail 2: (empty)
- E-mail 3: (empty)

**Define Addresses**


**Address 1**

- Address Type: Business (dropdown)
- Company Name: (empty)
- Street Line 1: (empty)
- Zip/Postal Code: (empty)
- City: Singapore

Scroll down the pages to see more details.  
Clicks on the links at the top of the page to access the different areas of your profile.

[» Personal](#) [Payment](#) [Delivery](#) [Preferences](#) [Login](#)

You must fill in all mandatory fields which is marked with an asterisk\* otherwise you will not be able to continue further.

Once you have entered all the mandatory fields in your user profile,  
Simply click on the  button to store your information.

You can now proceed with doing your flight reservations.

Note : The next you login into the system, you will be directed straight to the Main/Home page.