



HOW TO ACTIVATE YOUR PORTAL & MAKE PAYMENT

Step 1: Locate your client portal activation email & bookmark website for future access

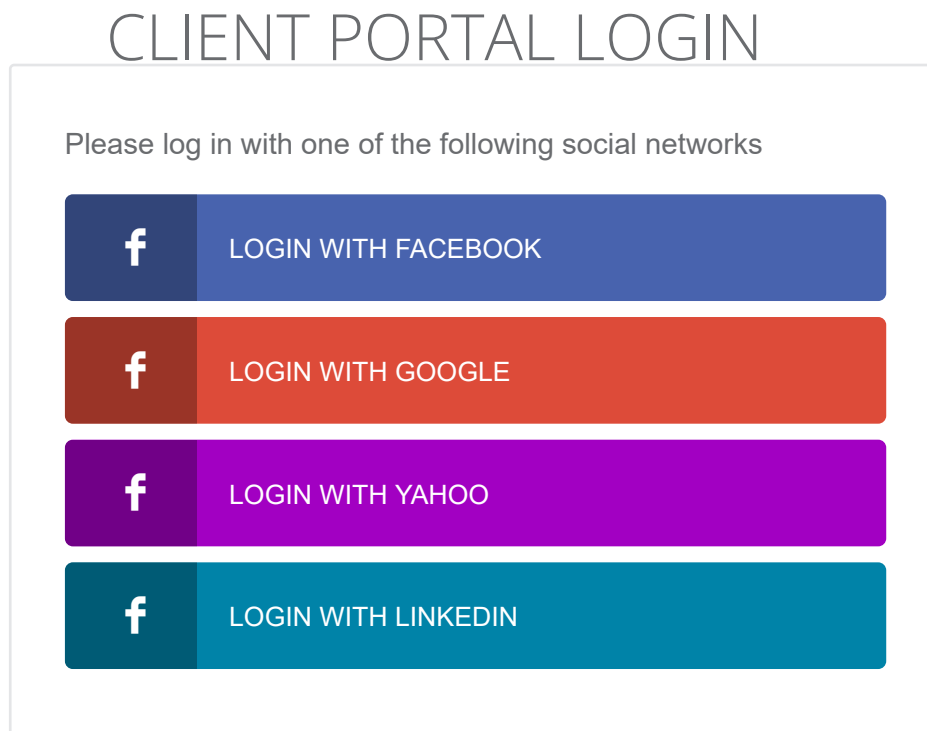
As your travel advisor, I'm committed to provide the best, most innovative service to keep you informed, up-to-date and on your way to your destination! The Client Portal gives you access from anywhere in the world to manage your profile, and socially share your dream escapes. Through the Client Portal, we can easily share travel documents, update your preferences, and communicate.

To active your Client Portal account, click the button below:

ACTIVATE NOW!

**Important: Please do not forward this email.
This link is unique to only you.**

Step 2: Log in using one of the methods shown.



California Seller of Travel Registration # 2089491-50.
Registration as a seller of travel in California does not constitute the state's approval. Agent is not a participant in the Travel Consumer Restitution Fund. Florida Seller of Travel Registration # ST37113. Hawaii Seller of Travel License # TAR 7231. Washington Seller of Travel UBI # 602 775 122.

830-968-7777
get-going@Lyricsdestinations.com
<https://www.lyricsdestinations.com>

Step 3: Click on three lines top corner of screen

Profile Information:
Alyshia Steele
Not Available
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 (21 trips)
Your top destinations:
Mexico: May 22, 2022 (5 ↑)
United States of America: Oct 1, 2020 (4 ↑)
Aruba: Sep 22, 2016 (1 ↑)
Other/ Unknown destinations: 11 ↓

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.
21 TOTAL TRIPS ↑
4 UPCOMING TRIPS ↑
0 BUCKET LIST TRIPS ↑

Assigned Tasks:

Task	Date Created	Date Completed	Action
PENDING Alyshia Steele Payment Amount	10/28/2021 9:04 PM	-	Review
PENDING Alyshia Steele Payment Authorization	10/28/2021 9:04 PM	-	Review

< Previous 2 of 2 Next >

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Step 4: Click on Trip Management, then hover down and click on my trips

LYRICS DESTINATIONS
Travel Group

A

ALYSHIA STEELE
Quick Actions ▾
✉ Alyshia.steele@gmail.com
☎ 8043508662

DASHBOARD

TRIP MANAGEMENT ▾

My Trips (21)

MY PROFILE

MY TRAVEL AGENT

RESORTS AND HOTELS

CRUISES

Welcome to Your Client Portal

This is **your portal**, it will allow you to view all of your trips, and comm

Your profile

A

Alyshia Steele

📍 Not Available

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

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

Account details

Assigned tasks

Step 5: Click on the white "VIEW" button on the applicable trip next to green Active label

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Step 6: Scroll down and click on green "pre -approve payment" button top coiner of box of trip

The screenshot displays a user interface for managing a 'Regular Trip'. The user is Alyshia Steele, a travel agent. The trip is for 'Vacation' and is currently 'ACTIVE'. The interface includes a sidebar with navigation options like 'DASHBOARD', 'TRIP MANAGEMENT', 'MY PROFILE', 'MY TRAVEL AGENT', 'RESORTS AND HOTELS', and 'CRUISES'. The main content area shows trip details, a 'Documents' section with a warning that there are no documents, and a 'Bookings and Payments' section. A summary table shows 1 booking, 0 payments, a total package price of \$400.64, and a remaining balance of \$400.64. A green button labeled 'Pre-approve payment' is circled in red. Below the summary is a table of itemizations for the booking.

BOOKINGS	PAYMENTS	TOTAL PACKAGE PRICE	REMAINING BALANCE
1	0	\$400.64	\$400.64

Booking Number	Price	Payment Date	Amount Paid	Balance
1052322 GOGO Vacations		Puerto Vallarta Add On Secrets Bahia Final payment is due on 05/05/2022		
ITEMIZATIONS - pricing breakdown for booking 1052322/ GOGO Vacations				
Package Price	\$400.64	-	-	-
SUBTOTAL	\$400.64	-	\$0.00	\$400.64
INVOICE TOTAL	\$400.64		\$0.00	\$400.64

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Step 7: Complete CC information and BE SURE TO ADD CVV IN ADDITIONAL INFO SECTION

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

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Step 8: Click submit.

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Credit Card

Amount to be Charged * Requested Payment Date *

Additional Notes

Your Signature

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Full Name *

Sign above

Please Note: Payments are generally batched by the end of the business day. If you booked one of our escorted group trips use the invoice provided at registration to make payments unless otherwise instructed.

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