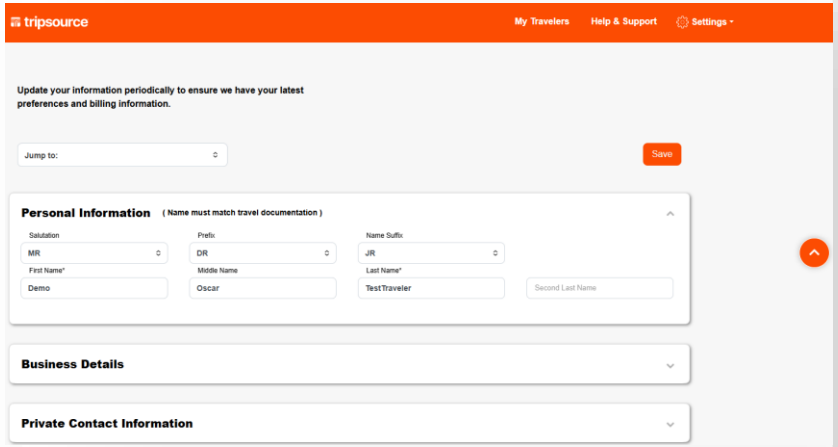
Quick Guide

TripSource: Profile Manager

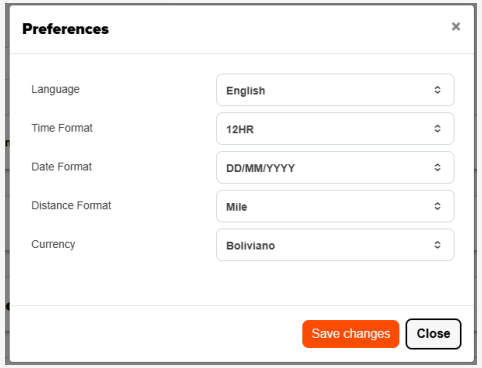


1. Manage Profile

- The profile page is divided into various sections. To view a section, click the arrow located in the top right corner.
- Fields with asterisk are mandatory.
- The **Jump-to** drop-down displays a list of sections available for the user and provides quick access to a section.
- The Settings link provides access to *Preferences*, *Change Password* and *Log Out* options.
- Always click **Save** before exiting to save any changes.

2. Preferences

- A traveler can change their language and date format within Preferences.



3. System Information

- Password can be changed at anytime.
- This Quick Guide and additional help are available in the Help & Support link.
- TSPM will display a message at the top of the screen as links if any data fields has not been filled out correctly or data is missing for mandatory fields.
- Please remember to log out of the system by clicking **Log off**.
- Passwords expire every **90** days.
- Account will be locked after three unsuccessful login attempts.
- TSPM will display a **3**-minute warning when no activity has been detected. The system will then log the user out after **15** minutes.