

# Manage My Booking Portal USER GUIDE

#### What is the Manage My Booking Portal?

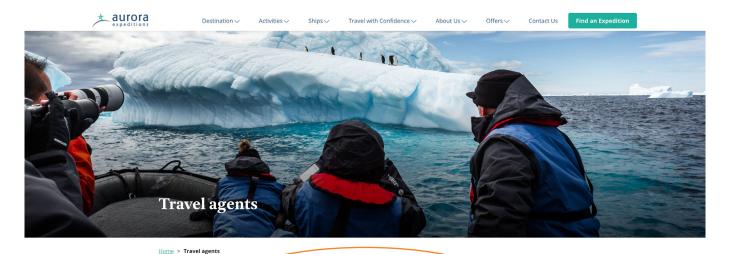
The booking portal is a comprehensive online platform designed to streamline your booking management experience. With this user-friendly interface, you can efficiently handle various aspects of your bookings including:

- · Making payments
- Uploading necessary documents and passenger details
- Accessing trip-related information including pre-departure documentation
- · Access to our detailed frequently asked questions
- · Gain tailored communication directly to our team

#### How do I get access to the Manage My Booking Portal?

Accessing the Booking Portal is a straightforward process. After making a deposit on your first booking:

- 1. Get in contact with your local BDM to request access
- 2. You will receive an email prompting you to create a password to secure access
- 3. Login in on the Aurora Travel Agents page: <a href="https://www.auroraexpeditions.com.au/travel-agents/">https://www.auroraexpeditions.com.au/travel-agents/</a>



★ Trustpilot
★ ★ ★ ★ ★

Welcome to our Travel Agent network

Here, you can manage your bookings or select the region below for relevant information :

Manage My Bookings

### **Features**

#### Have a Question About a Specific Booking?

Simply log in, navigate to the relevant booking, and use the right-hand side question box to send your inquiry directly to our team. Your message will be automatically linked to the specific booking for a prompt and tailored response.

#### Looking for Information on Aurora or Onboard Experience?

Check out our curated FAQs in your account, where you'll find answers to many of your questions in one convenient location.

## Need to Update Client Information or Make Final Payments for Their Upcoming Voyage?

It's a breeze! You can handle all these tasks within your booking portal.

#### Can Clients Access the Portal Securely?

Absolutely! We offer a secure access option for your clients, enabling them to input their personal details for upcoming bookings and complete their expedition check-ins, all while ensuring privacy and discretion, especially concerning commission levels. Ask your local BDM for client access or more details.

#### Have any further questions?

Get in touch with your local BDM.



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