

First Time In? Change your password!

QUICK TIPS-How to Get Started with FedTrip

1. Connect to the Internet through your browser and go to the FedTrip web page:
<http://www.fedtrip.gov>
 2. Enter your login information (See item 1 in FAQs)
Select **Log Me In**
 3. Read the Welcome Screen
Select **Continue**
 4. You should now be at the Main Menu
Under **Traveler**, select **View or Edit Traveler Profile**
Select **Change Password**. *Now go through each area.* You must enter the required information once to book flights and hotels.
 5. Select **Main Menu**
Under **Reservations** , select **Start a New Trip**
 6. Change **Trip Name** (e.g., Kansas City Office Review)
 7. Select **Add Air**
Follow the screen instructions and select **Continue**
 8. Confirm that the travel request is accurate
Select **Submit This Request**
 9. The screen keeps you informed of the system's progress
Select **Display Response**
 10. Read screen instructions carefully
Choose your flights and select **Reserve** if you are ready to hold space. Otherwise, just make note of the schedule. Do not hold reservations if you do not need them.
-  *You should choose the Red, White and Blue icon.* This icon signifies that these are government contract fares on the contract carrier.
-  Green triangle icons also identify government fares, but you will have to give an exception code when booking these, as they are not the contract fares.
11. You now have a live reservation!
You may reserve seats, add car rentals and hotels accommodations and make changes at any time up until you select **Submit for Purchase** (top of screen)
If you need to change or cancel any reservations, select **Modify Trip** (top of screen)
If you are ready to request ticketing, select **Submit for Purchase**