


## Travel Agent - How to Add and Decline Travel Insurance

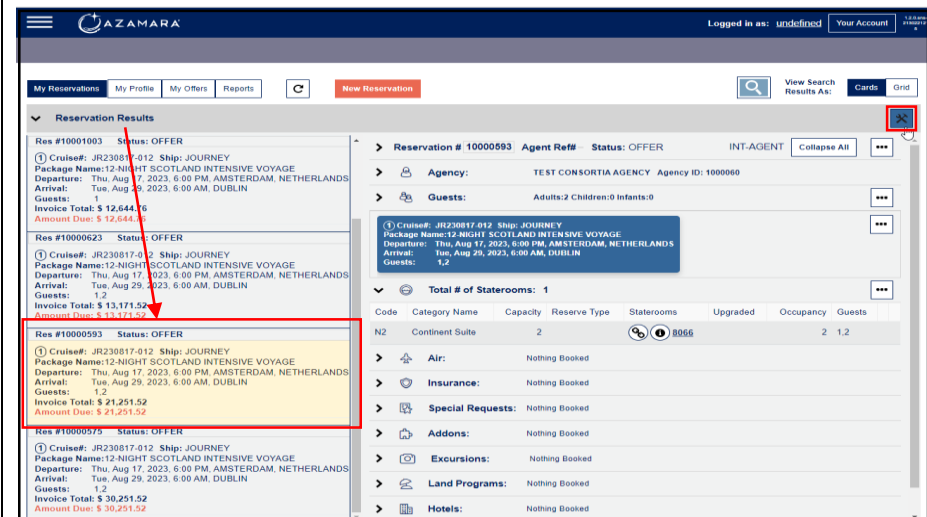
### Step 1

Let us start by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



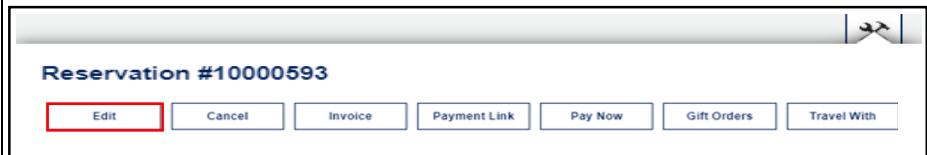
### Step 2

This will open the My Reservations screen. You will find our reservation under the **Reservations Results** column. Click on the Reservation you are working with, and it will become highlighted. Then go to the right side of the Reservation screen click the **Tools**  symbol.




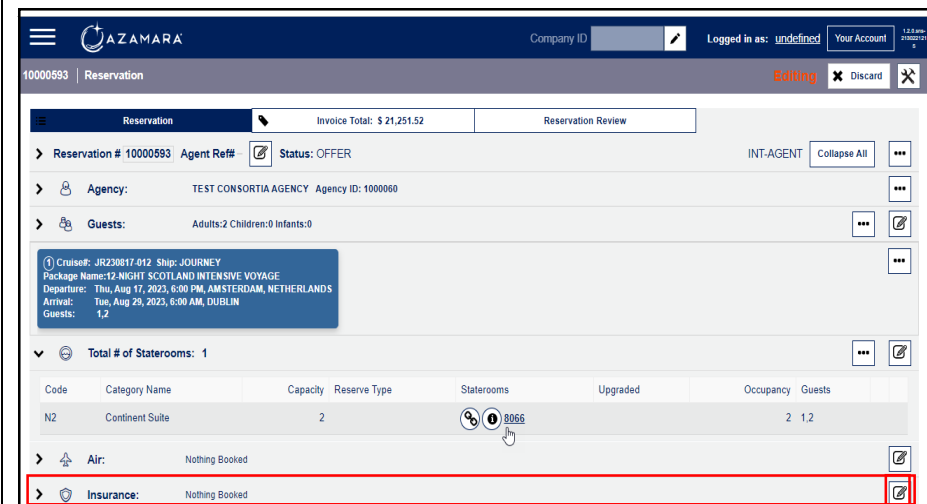
### Step 3

The **Tools** menu will open. Click the **Edit** tab.



### Step 4

You will be brought to the Summary Screen. Scroll down to the **Insurance** line. On the right side of the **Insurance** line Click the **Pen & Pad**  symbol.



## Step 5

This will take us to the Current Insurance screen. Here you can select the following.

**None** – Click the **Box** to **Decline** taking the insurance for both Guests.

**Travel Insurance** – Click the **Box** to take **Travel Insurance** for both Guests.

**Mix** – For **Guest #1** click the **Travel Insurance Box**, and for **Guest #2** click the **None Box**.

**Notes** – This will allow you to add a note for the insurance. Make your selection and click **Continue**.

## Step 6

The Summary screen will appear again. Here you will see the Insurance taken for **Adult #1**.

Now click the **Store** button at the bottom of the screen.

## Step 7

The Summary screen will appear again. Go down the **Insurance line** and click on the **Right Facing Arrow**. Here you will see the Insurance information stored on our reservation.