

SERKO SELF-REGISTRATION ALPMA

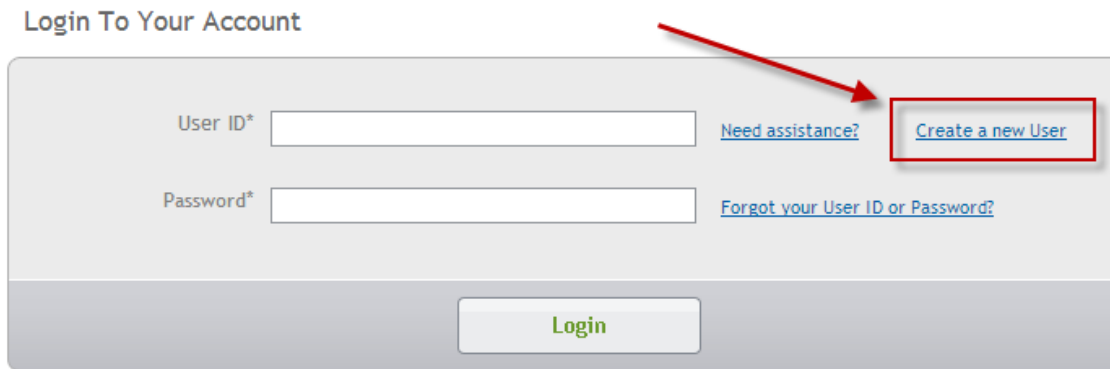
Self Registration enables a Summit Delegate to create their own traveller profile & make a booking to attend the APLMA Summit. Follow the steps below to create a new User profile.

URL: <https://serko.corporatetraveller.com.au/Login.aspx>

STEP 1:

Select **Create a new User** from the Serko Online login page.

Login To Your Account



User ID* [Need assistance?](#) [Create a new User](#)

Password* [Forgot your User ID or Password?](#)

STEP 2:

Complete the registration process by completing the Information as outlined below. Click **Register**.

Serko® Online - Self Registration

Fill in the details below for your new Profile, then click the Register button. Click Cancel and you will be returned to the Serko® Online Login page.

Personal Information

Corporate Account Code* Enter **ALPMA** as the Corporate Account Code

Corporate Shared Key* Enter **Summit** as the Corporate Shared Key

Title*

Gender* Male Female

Firstname*

Surname*

Email Address*

Default Corporate Account Code* Start typing **Australasian Legal Practice Management Association** and it will drop into this box

Phone

Mobile* Please enter Mobile phone format as 61 000 000 000

Date of Birth

Custom Fields

Default Departure City* Enter your Default Departure City

Employee Id

Tramada Profile Code

All items with an asterisk * are mandatory fields and once all completed click Register

On completion a success message will display:

Serko® Online - Self Registration Complete

Your Serko® Online self registration application has been successful.
You will receive email notification with your login credentials.

Powered by Serko® | Copyright © 2014 | Terms Of Use | Optimized for: IE10+, Firefox 25+, Safari 5+, Google Chrome 30+ | 1024 x 768 Resolution

STEP 3:

- An email will generate with your Serko User ID and a separate email with the password
- Upon login you will be prompted to change your password
- Once you're logged in please go and add your Preferences (Frequent Flyers etc.)
- If you need to amend phone number or email address click on Edit Profile

ALPMA Australasian Legal Practice Management Association

SAILING THE 4 C'S 2017 ALPMA SUMMIT
13-15 SEPTEMBER BRISBANE CONVENTION & EXHIBITION CENTRE

CORPORATE TRAVELLER™
Bring an expert on board

Home Bookings **My Profile** Admin TravelArranger ALPMA | Logout ?

Profile Administration
To change the profile details click 'Edit Profile'. To change a different profile, or create a new profile click the 'More Actions'.

Name	Mr Summit Traveller	Work Phone		Edit Profile
Delivery Address		Home Phone		
Default Division	Australasian Legal Practice Management Association	Mobile*	61 125 568 598	

[Reset Password](#)

Authorisers Travel Coordinators Passport/Visa **Preferences** Credit Cards Audit

Traveller	Type	Service	Comment/Name
Add Preference			

STEP 4:

- Click on the Home tab
- Select 'Quick Booking' and you will be able to begin searching for Flight availability
- On the home tab there is also a link to a 'clue card' which will guide you through the booking process.