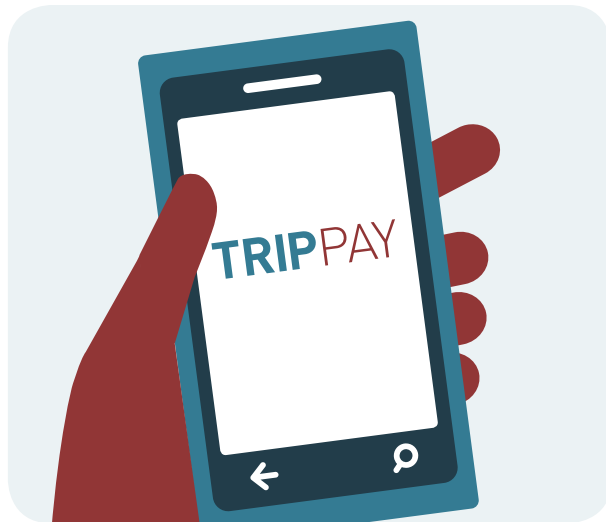


TRIPPAY

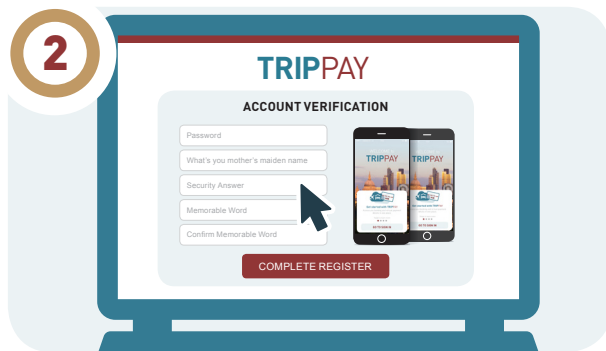
QUICK GUIDE — HOW TO REGISTER YOUR ACCOUNT AND SIGN IN



ON YOUR COMPUTER

Visit <https://trippay.conferma.com> and fill in the account registration form.

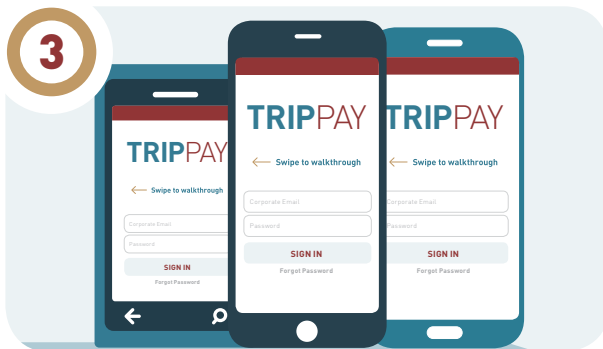
It is recommended to you use your company email address — If you use a personal email address, you will only access trips that have been automatically linked.



VERIFY YOUR ACCOUNT

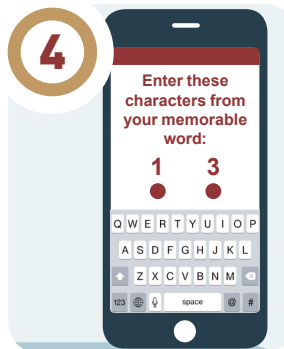
Check your **EMAIL INBOX** and click the **VERIFICATION LINK** sent to you.

Once the link has loaded, enter your **PASSWORD** (created in step 1), enter a **MEMORABLE WORD**, used only to log into **TRIPPAY** for the first time, then click **COMPLETE REGISTRATION**.



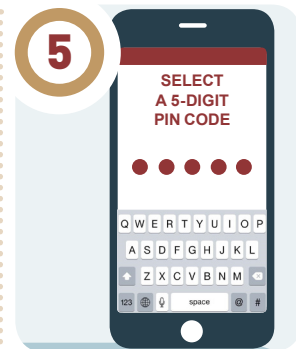
DOWNLOAD THE TRIPPAY APP

Download **TRIPPAY** from you phone's apps store, then follow the prompt to sign into the **TRIPPAY** app.



TRIPPAY LOG IN

Enter **ONLY** the requested characters from your **MEMORABLE WORD**.



SELECT A 5-DIGIT PIN CODE

This PIN will be used for **ALL** future log ins.

 **CONGRATULATIONS ON REGISTERING AND SIGNING INTO TRIPPAY**