

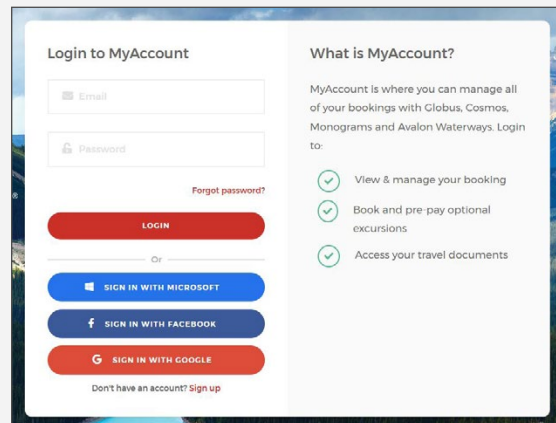
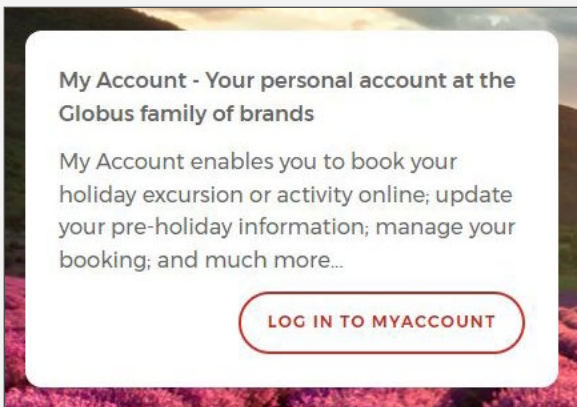
Setting up your MyAccount



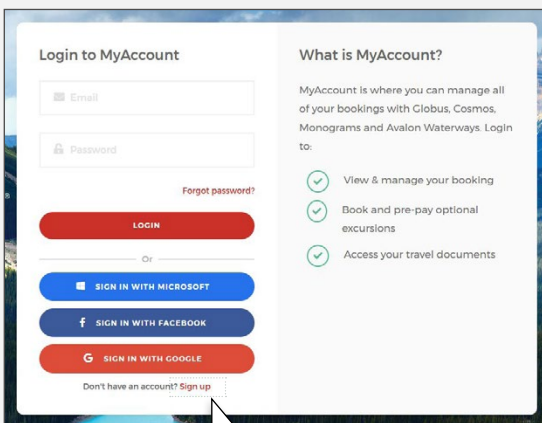
Thank you for choosing your next holiday with the Globus family of brands. To help us get you on your way to your dream holiday, we will require you to create a MyAccount, your personal booking portal that will hold all traveller details and allow you to reserve optional excursions. Follow our step by step guide below to begin.

How to create a MyAccount?

1. Visit www.globusfamily.co.nz in your web browser
2. Select **'Sign Up'** and complete the fields required and select **'Log in to MyAccount'**



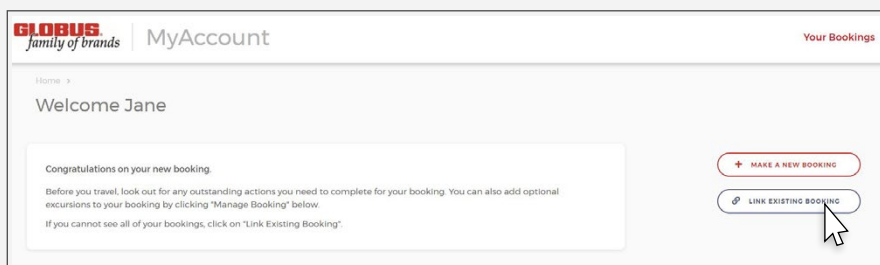
3. Once you have clicked 'Create Account' a unique code will be sent to the nominated email address. This code can then be entered into the newly appeared field on the website and you can activate your MyAccount.



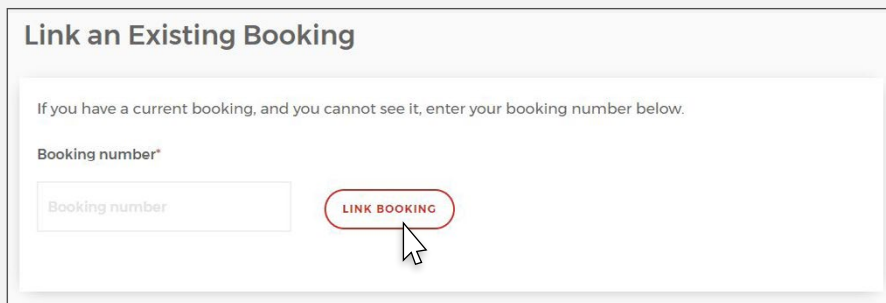
How to link your booking?

Once you have created your MyAccount you then need to link your booking.

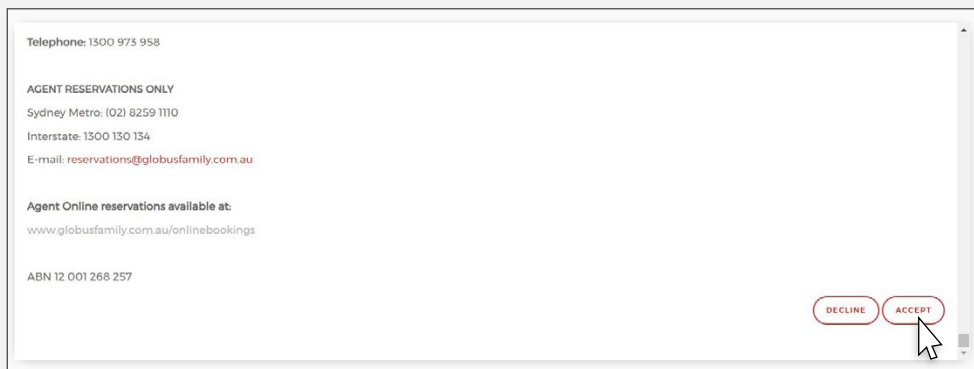
1. Click on **'Link Existing Booking'**



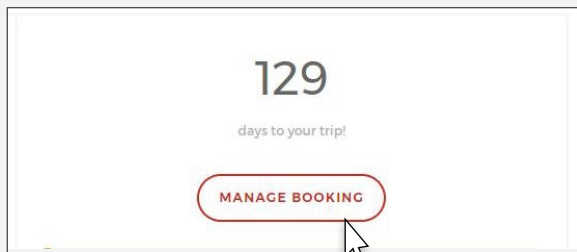
2. Enter your 6-digit booking number starting with 2, then click **'Link Booking'**



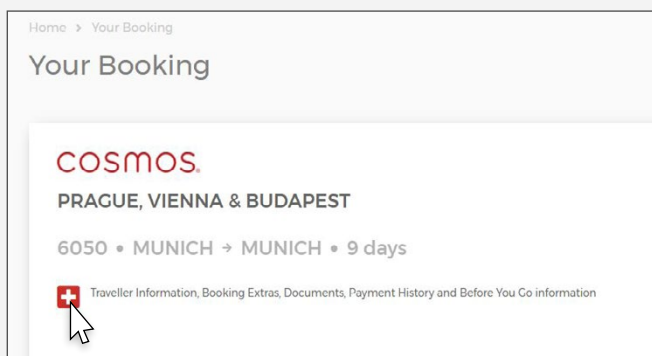
3. Accept the Terms and Conditions and the Health and Safety Waiver by scrolling to the bottom of the screen.



4. When your booking is linked, scroll down the page and click on **'Manage Booking'**

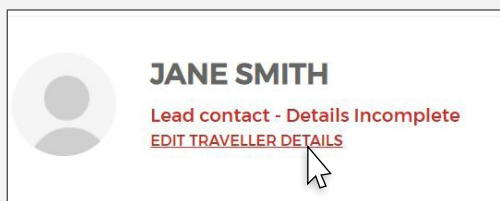


5. Under the tour details, click the red and white + (+) button to expand the section



How to link your booking?

6. Under the traveller names, click **'Edit Traveller Details'** to add passport details, emergency contact information, on-tour contact information etc. All fields with a red asterisk must be completed.



7. Add in your **Qantas Frequent Flyer number**. If you are not a Qantas Frequent Flyer member, you can register for free at www.qantas.com/globusfreenz then input your Qantas Frequent Flyer number

8. Once you have completed all the fields, scroll to the bottom of the page and click Save.

9. If you would like to pre-purchase optional excursions, click **'Your Bookings'** and return to **'Manage Booking'**, click the red and white + (plus) button and scroll to the bottom and click **'Optional Excursions'**. The payment on your booking must be finalised in order to proceed with any additional extras.



We hope you have found this guide helpful.

If you require any further assistance please don't hesitate to contact us on **0800 000 883** or contact your travel agent.