

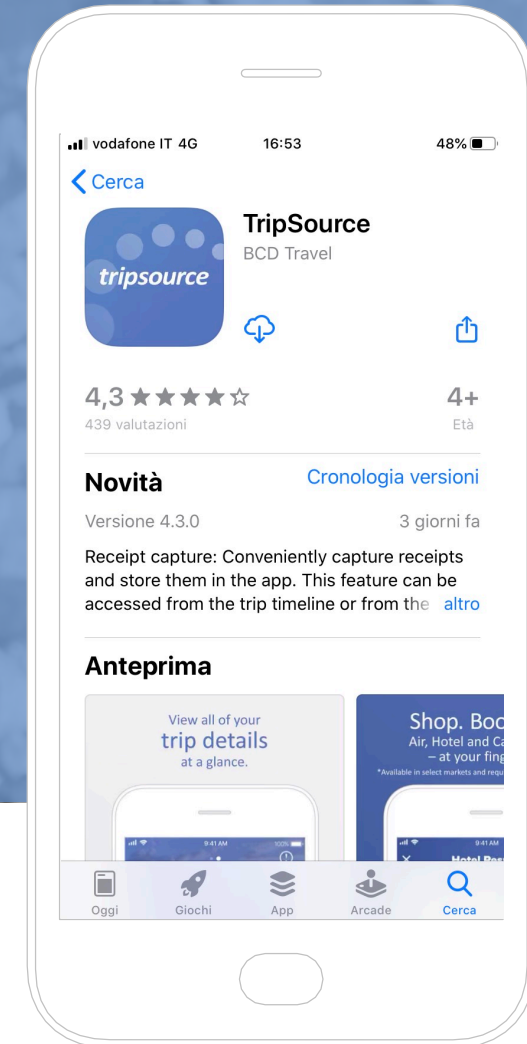


Learn more about TripSource

User Guide

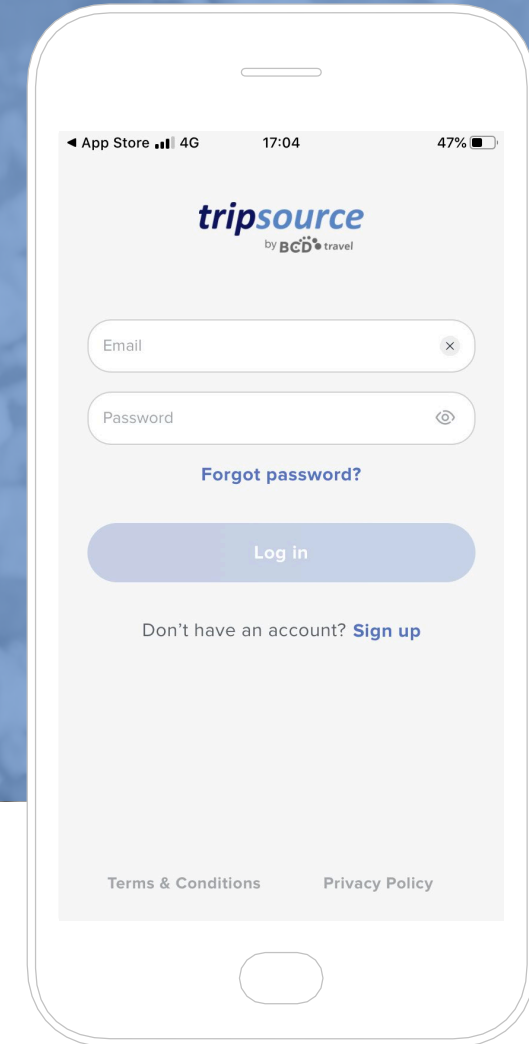
Downloading TripSource is easy and free

1. Download TripSource from Apple App Store or Google Play



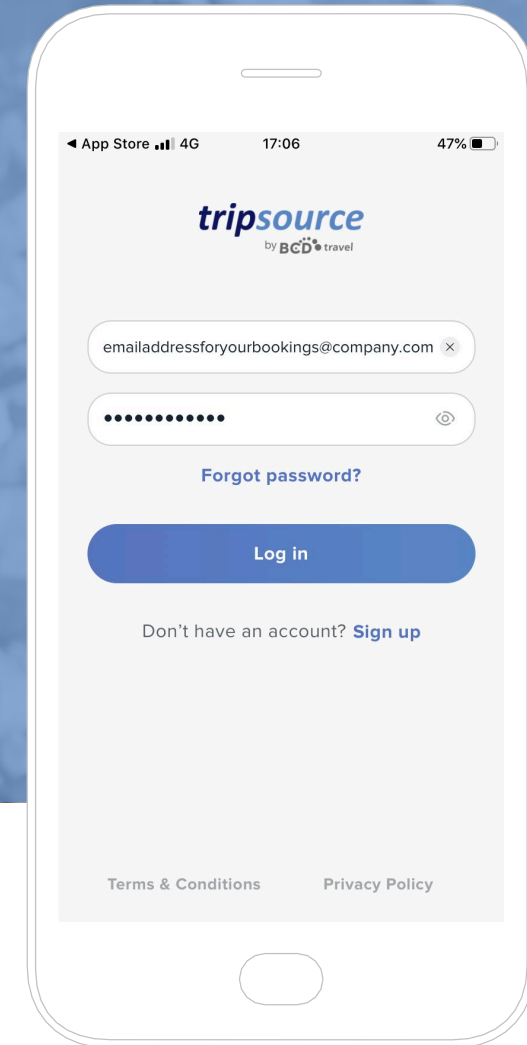
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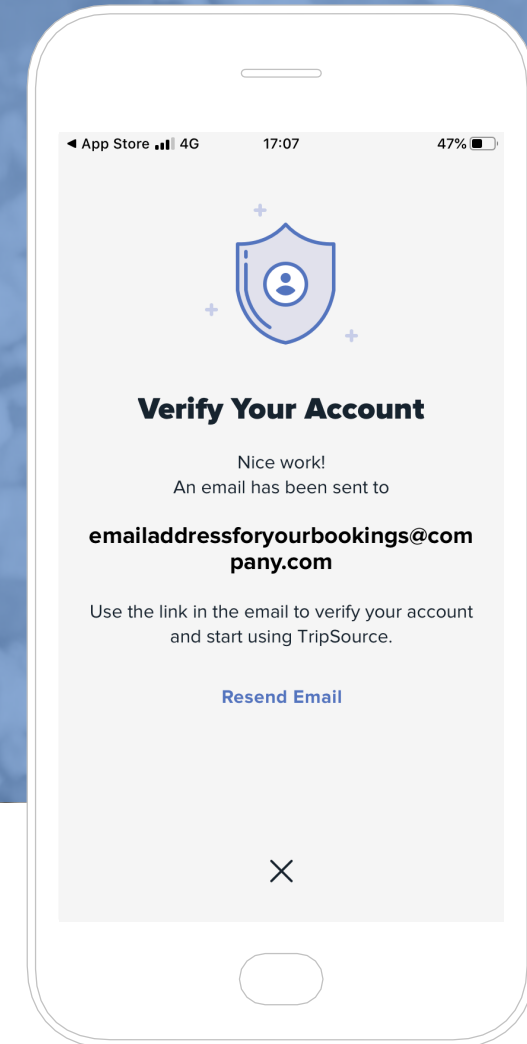
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3. Login in or Sign up to your account using your company email address linked to your BCD Travel bookings and confirm your data



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Welcome to TripSource

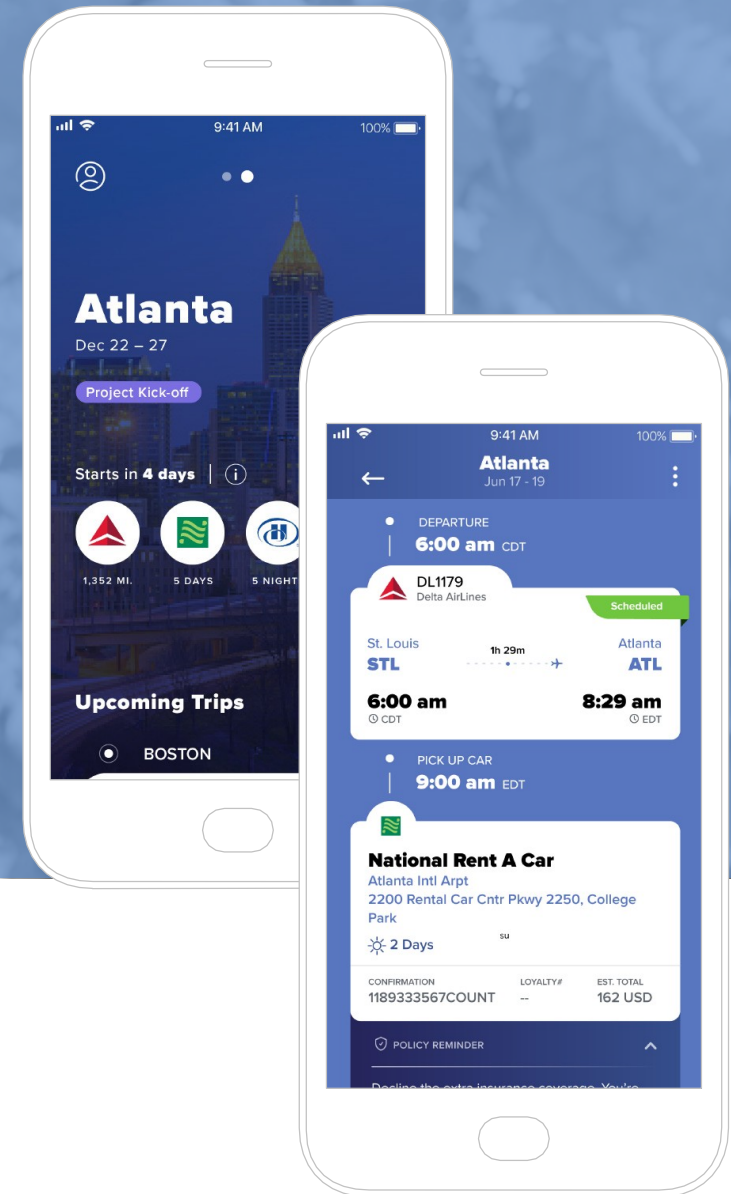


Home Page

1. After registering, your itinerary will automatically appear in the trip timeline
2. Scroll down to view future trips and up to view past trips (stored for 60 days)

Access your planned trips

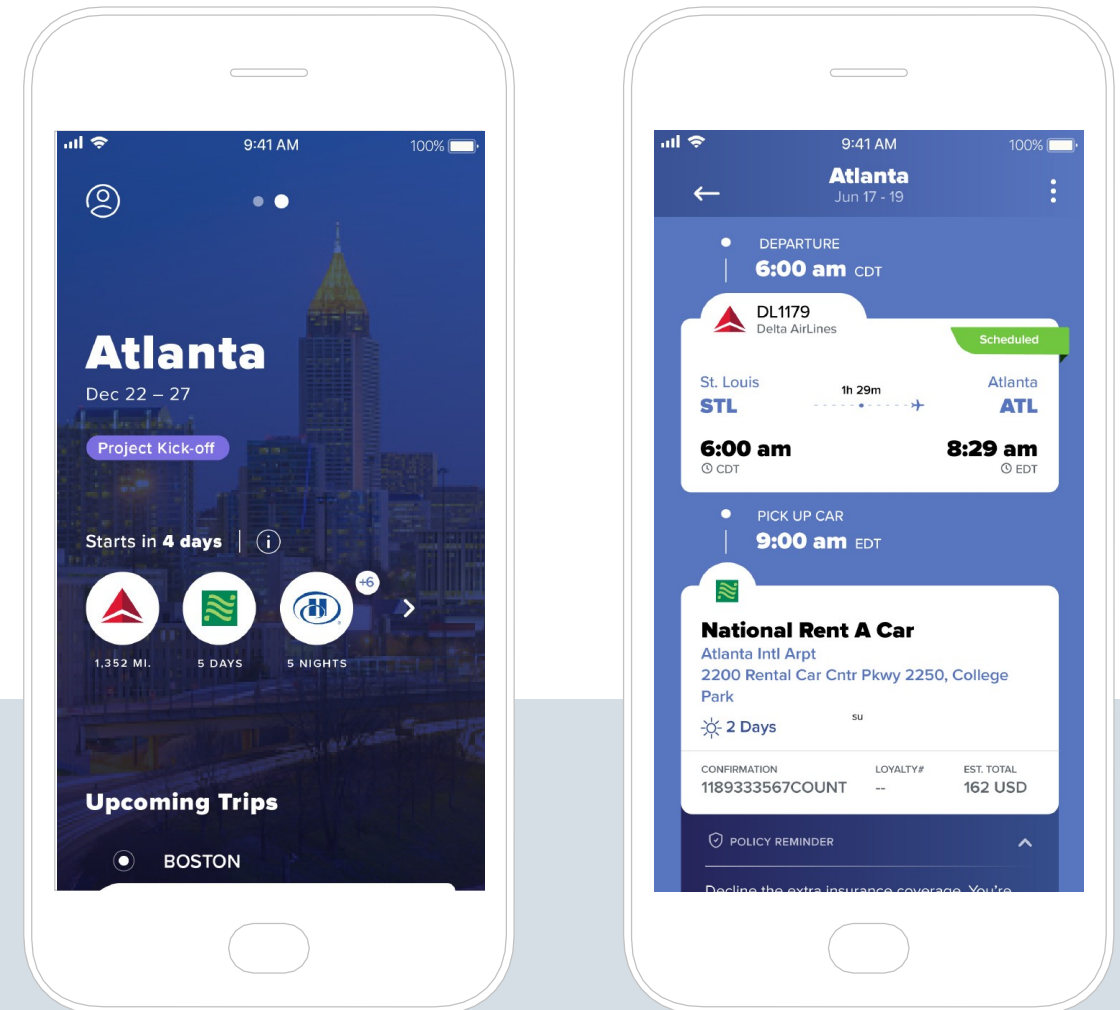
Enter and check all your travel service details related to your trip



Access your travel data

Access your trip details in a simplified timeline view—even reservations booked outside of BCD Travel.

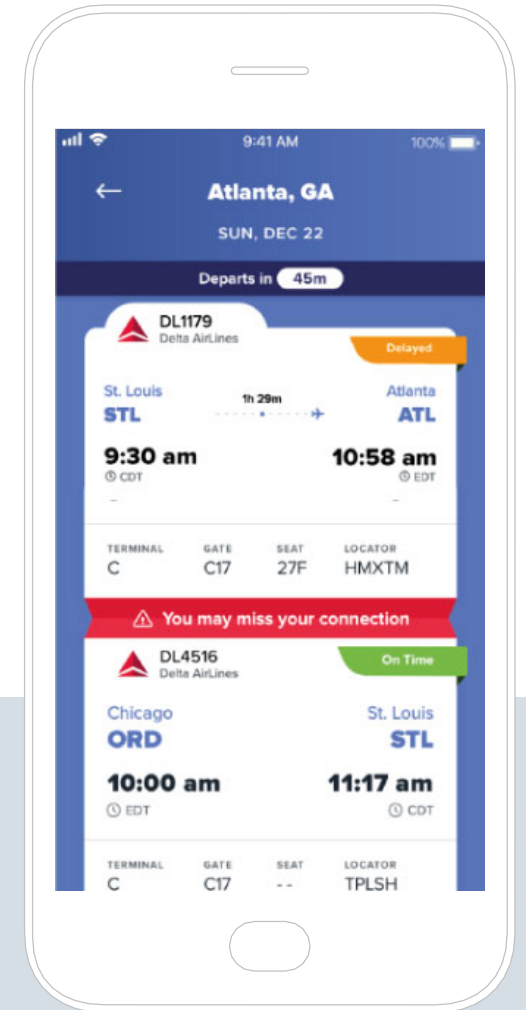
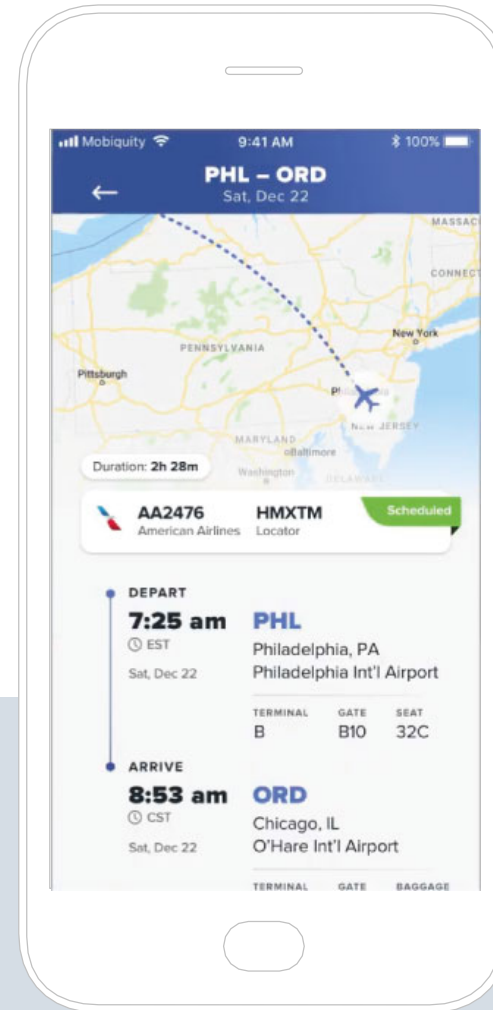
- Details, details, details
A timeline view displays all your trip details alongside message updates, and much more— ensuring information is relevant and easily accessible.
- Tap on the flight, hotel or car icons to see additional details.



Access your travel data

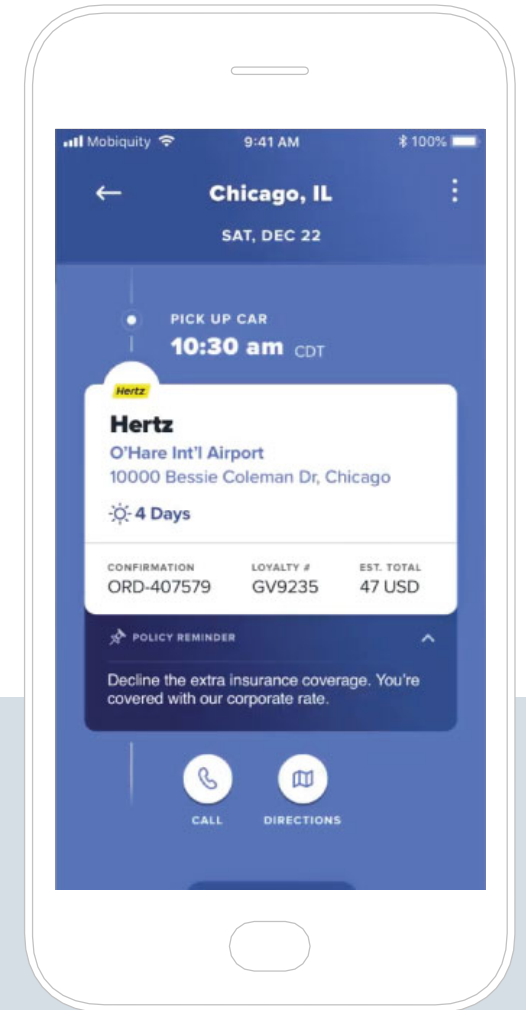
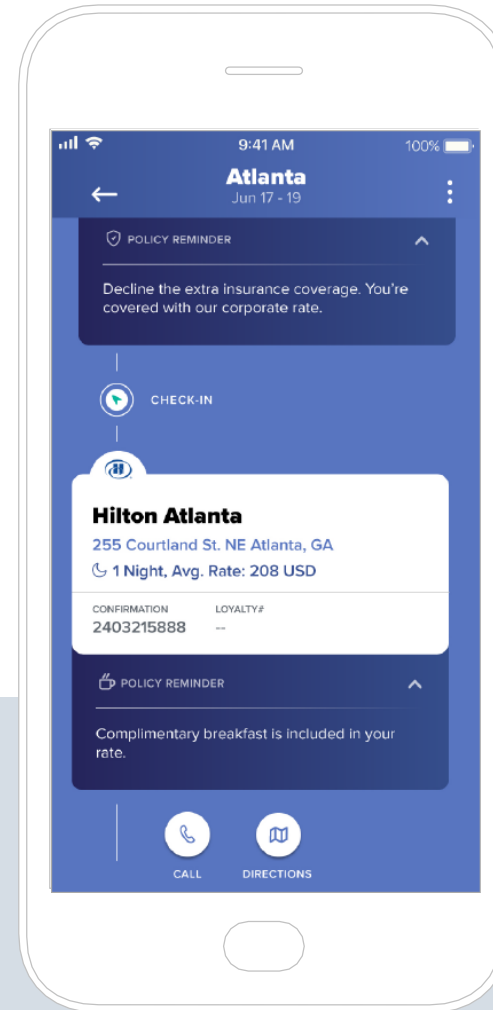
- Your flight ticket

Supplier, ticket number, PNR, terminal and gate (if available), map, connection details



Access your travel data

- **Your hotel booking**
Supplier, booking number, cancellation policy, hotel contacts, map
- **Your car rental booking**
Supplier, booking number, car type, map

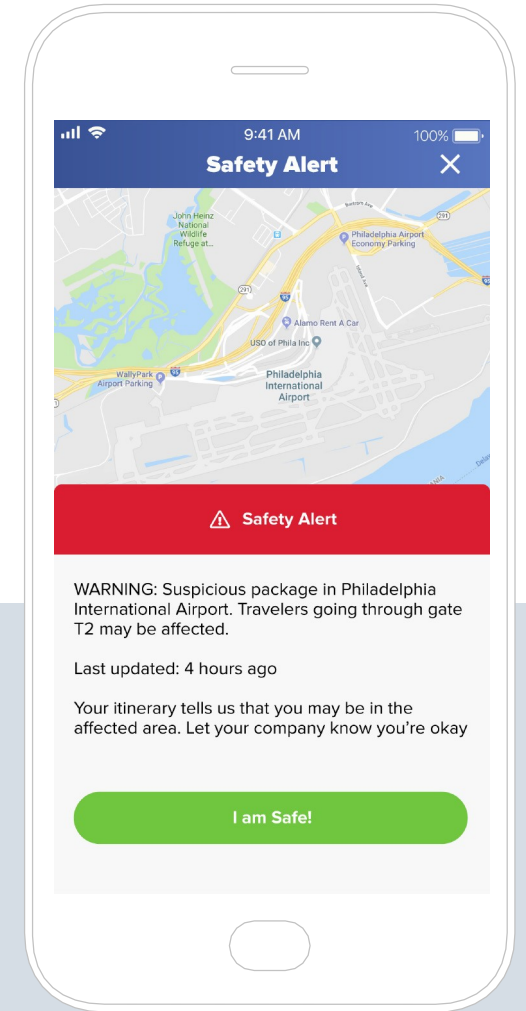
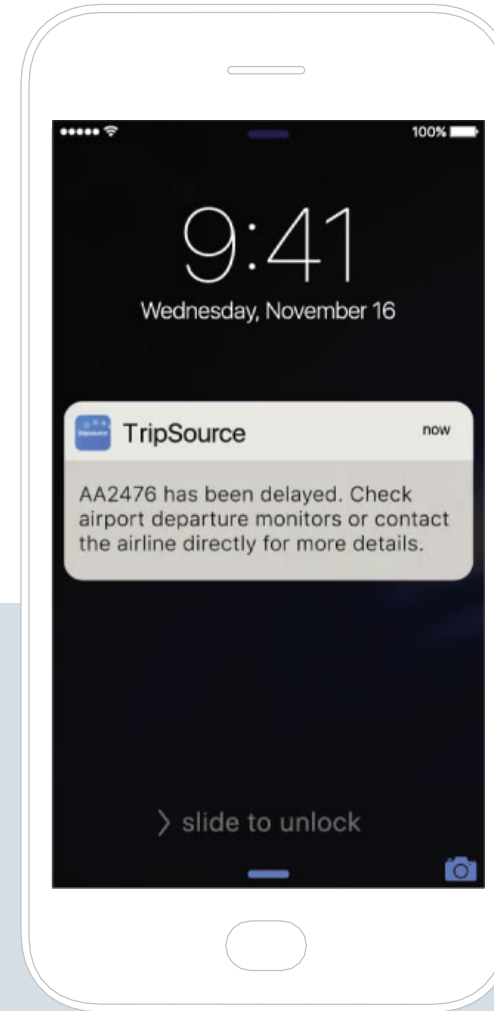
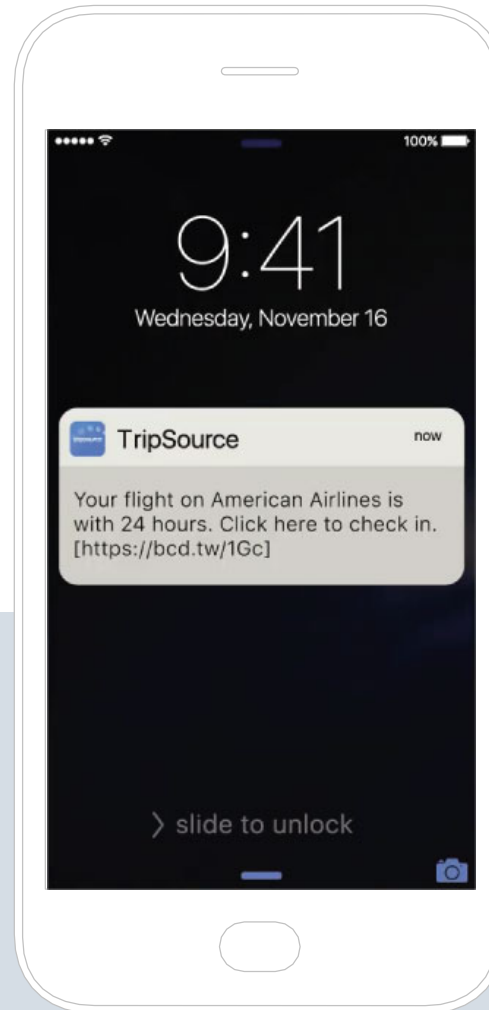


Smart communications

Stay updated while on the move and get timely and relevant information about your trips

- TripSource will let you know of any en route changes—including flight notifications and risk alerts.

1. **Web check-in** opening alert
2. **All info** related to your trip, from itineraries updates to baggage claim area alerts
3. **Risk alerts** about your destination and current location



FAQs



Who can use TripSource?

Anyone who booked a trip through BCD Travel during the last three months. TripSource was designed exclusively for BCD travelers to make your trips more efficient and less stressful.

What devices are supported by TripSource?

Any smartphone, tablet, laptop or computer provided with internet access. If you have an iPhone or an Android operating smartphone (4.x or higher), download TripSource from Apple App Store or Google Play. For any other device, you can access TripSource through your browser, entering your TripSource account's id and password on tripsource.com

What languages are supported by TripSource?

Currently, TripSource is available in English, French, German, Spanish, and Brazilian Portuguese based on your browser settings or the language settings on your device.

How do I sync my BCD booked itineraries?

No action is needed. Your BCD Travel reservations are automatically synced into TripSource across all platforms within 30 minutes of booking.

Why was my email not recognized when I tried to register?

You need to have a booking issued in the last three months – or an active booking. You need to use your company email address – the one you use when you book a travel service through BCD Travel. Attention: BCD Travel blocks email addresses linked to different travelers' bookings. TripSource is a personal-use-only service.

Why don't I receive my flight alerts?

Be sure you have notifications turned on by tapping Account > Manage Notifications. If your notifications are already turned on, [contact us](#) for assistance.

If you don't remember the email address linked to your bookings, please write to:

btoperations@bcdtravel.it

For any issue related to your registration, please write to:

reg-support@tripsource.eu

To get technical support related to itinerary synchronization, please write to:

trip-support@tripsource.eu

For more FAQs and info, check tripsource.com



Thank you