



HUNTINGTON

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FOR AN INDIVIDUAL AGENT:

Log in:

1. Go to <https://booking.huntingtontravel.com/>
2. Click "Login"
3. Put your email and password. System will prompt you to change the password when you first login

Register as a new agent:

1. Go to <https://booking.huntingtontravel.com/>
2. Click "Register"
3. Choose "Travel Agent" and "Start"
4. Search your agency: Please put either the agency phone # or the administrator emails to find your agency
5. Fill in your detail information and click "Submit"

Update the reward ID and mobile phone #

1. Go to <https://booking.huntingtontravel.com/>
2. Click "Login" and enter your email and password.
3. On right top hand, click your agency name, and click "profile"
4. Click "Loyalty Points" and update your reward ID in the box besides "Berkley ID"

Update your personal (name, phone # and email) or agency information:

Please contact your agency administrator

FOR AN AGENCY ADMINISTRATOR:

Register as a new agency:

1. Go to <https://booking.huntingtontravel.com/>
2. Click "Register"
3. Choose "Travel Agency" and "Start"
4. Fill in the detail
- User/Travel Agent Detail: Fill in the agency administrator detail. **If you are not the administrator of the agency, please check with the administrator.**
- Agency Detail:
- Additional Agency Information:
5. Click "Submit"

Register a new agent:

1. Login to <https://booking.huntingtontravel.com/>
2. (on the left hand side) Agency Management → Manage Agents
3. (on the right hand side) Add Agent
- Fill in the agent's personal information
- Choose either "send Password via Email" or "Auto Generate Password"
- Agency Name 1 (pull down menu will show the available agency), put the Role and active "is primary"
- Put Alternate contact No if applicable
- Activate "Show own booking only" and "Allow consent message"
- Activate "Status" and click Save

Activate or deactivate an existing agent

1. Go to <https://booking.huntingtontravel.com/>
2. (on the left hand side) Agency Management → Manage Agents
3. Under "Status", activate an agent by pulling the icon to show green; deactivate an agent by pulling the icon to show red

Activate or deactivate an existing agent

1. Go to <https://booking.huntingtontravel.com/>
2. (on the left hand side) Agency Management → Manage Agents
3. Click the little pen to edit the agent information
4. Unlock it by clicking the lock on the right top corner
5. **Please double check their name, mobile phone # are correct**
6. Update the information and click "save"

FOR AN AGENCY ADMINISTRATOR:

Update an agent password

1. Login to <https://booking.huntingtontravel.com/>
2. (on the left hand side) Agency Management → Manage Agents
3. Click the little pen to edit the agent information
4. Choose the option of “send password via Email” or “auto generate password”
5. Click “Save”
6. An email will be sent to the agent’s email account

Update your agency information or your own personal information (name, phone # or email):

Please contact Huntington Travel Group at 905 820- 2266 or email: online@huntingtontravel.com