**BOOKING WITH CHRISTOPHERSON BUSINESS TRAVEL**

**VERY IMPORTANT!!**

**CHECK YOUR PROFILE TO ENSURE YOU ARE LISTED IN THE CORRECT AGENCY**

Go to cbtravel.com and click on Air Portal Login

Login to Air Portal using your state authorized email address and your password.

On the upper right-hand side in Air Portal click on your name then **View Travel Profile**Graphical user interface, text, application

Description automatically generated Under Company Information you will find your AgencyGraphical user interface, application

Description automatically generated

**IF THIS INFORMATION IS NOT CORRECT IT WILL DELAY YOUR TICKET PROCESS AND POSSIBLY CAUSE THE TICKET PRICE TO INCREASE.**

**REACH OUT TO** [**ONLINESUPPORT@CBTRAVEL.COM**](mailto:ONLINESUPPORT@CBTRAVEL.COM) **TO UPDATE WITH THE CORRECT AGENCY NAME.**