

DASH PORTAL LOGIN USING CREDENTIALS

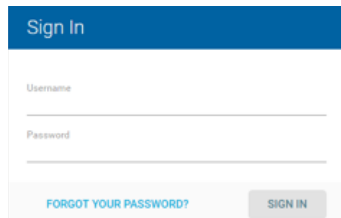
Dash Portal is a tool that allows travel managers and travelers to easily access their specific travel data including trip details, unused tickets and access to book a trip.

Depending on how Dash Portal was implemented for your organization, you may need to complete certain steps to access your information.

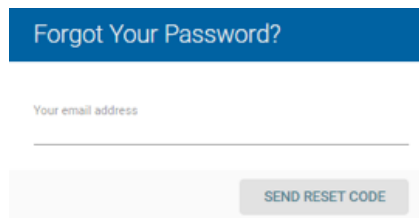
Using User Credentials

To access Dash Portal, users will simply click the link located on your company's Intranet to enter into Dash Portal. If a link is not available, you may also access the tool directly at <https://dashportal.tandt.com>. Users will need to complete the "Forgot Your Password" process outlined below:

After clicking on the link, first time users will need to click the "Forgot Your Password" link. You will be prompted to provide your email address. In most cases, this will be your work email.



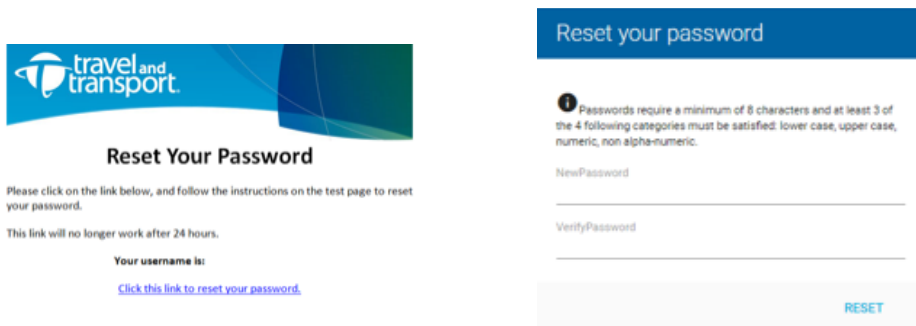
The "Sign In" form features a blue header with the text "Sign In". Below the header are two input fields: "Username" and "Password". At the bottom of the form, there are two buttons: "FORGOT YOUR PASSWORD?" and "SIGN IN".



The "Forgot Your Password?" form features a blue header with the text "Forgot Your Password?". Below the header is a single input field labeled "Your email address". At the bottom of the form, there is a button labeled "SEND RESET CODE".

Once you enter your email and click "Send Reset Code", you will receive an email with directions to reset password. The email will also provide your username.

Note: The email is only valid for 24 hours. After clicking "Click this link to reset your password", you will be able to enter your new password. Passwords require a minimum of eight characters and meet at least three of the four following categories: Lower case, Upper Case, Numeric and Non-Alpha Numeric.



The image shows an email and a corresponding form. The email, on the left, has a header with the "travel and transport" logo and the title "Reset Your Password". The body of the email contains instructions: "Please click on the link below, and follow the instructions on the test page to reset your password." and "This link will no longer work after 24 hours." It also states "Your username is:" followed by a blue hyperlink "Click this link to reset your password." The form on the right, titled "Reset your password", includes a blue header and a blue information icon with the text: "Passwords require a minimum of 8 characters and at least 3 of the 4 following categories must be satisfied: lower case, upper case, numeric, non alpha-numeric." Below this are two input fields: "NewPassword" and "VerifyPassword". At the bottom of the form is a button labeled "RESET".

Learn more about Dash Portal including an overview video for travelers and travel managers on how to navigate through Dash Portal. Questions, comments or feedback? Email us at Dash@TravelandTransport.com

