

# WHAT YOU NEED TO KNOW ABOUT

# DASH PORTAL

Dash Portal provides a personalized experience for travel managers. Access information such as profiles, unused tickets, upcoming trips, travel policy, invoices, travel alerts, travel news, your online booking tool and more!

## FEATURES



Online  
Booking Tool



Manage Program  
Communication



Unused  
Tickets



Traveler Map



Travel Policy  
Access



View As  
Traveler

## GET STARTED

### User Credentials

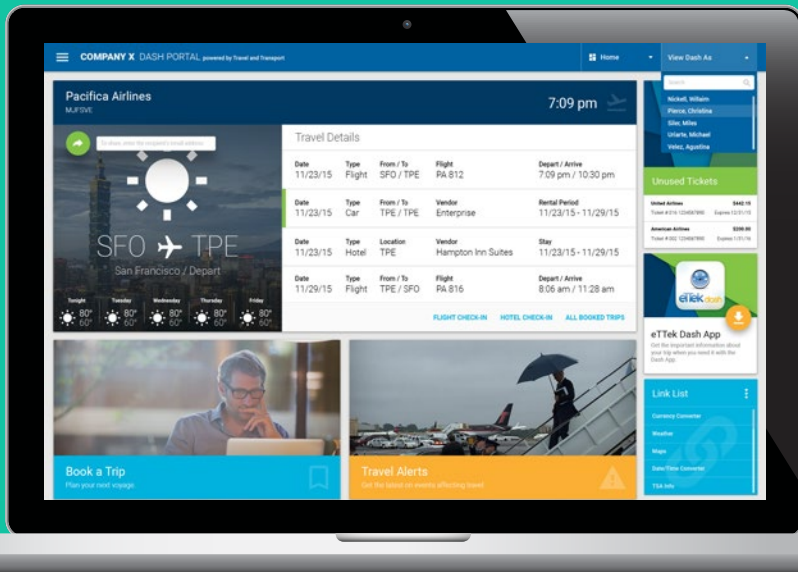
To access Dash Portal, users will simply click the link located on your company's Intranet. If a link is not provided on your Intranet, you may access the tool directly at <https://dashportal.tandt.com>. After clicking on the link, you will be required to click the "Forgot Your Password" link. You will be prompted to provide your email address. In most cases, this will be your work email address.

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

### Single Sign-on (SSO)

Using Single Sign-on allows you to access Dash Portal without having to input your credentials (user ID and password). If Dash Portal has been implemented utilizing SSO for your company, users will simply click the link located on your company's Intranet to enter and be automatically logged into Dash Portal.

**Click here** to learn more about Dash Portal and watch a short overview video for travelers and travel managers on how to navigate through Dash Portal.



Need help?

Email [Dash@travelandtransport.com](mailto:Dash@travelandtransport.com) or contact our Support Desk at 1-800-341-6184, M-F 9am-5pm CST.

powered by travelandtransport.