



HOW TO CREATE A PASSENGER ACCOUNT

STEP 1: Go to <https://gateway.gocollette.com/Passenger/CreateAccount/Step1>

STEP 2: Enter in your information – your name – your personal email address – a password of your choice – and your booking or reservation number - Click Continue once you fill out this page. (Each individual needs their own account)

Password: Must have one capital letter, one number, and must be six characters or longer

STEP 3: Read all about the loyalty program. To sign up for the Loyalty Program make sure the box is checked – the box is located after the explanation of the loyalty program - Click Continue.

STEP 4: Enter your contact information – if you do not have your passport information or if it's not required for your tour you can keep the passport section blank, but make sure to fill in everything else on this page and click Submit!

Once you click submit you should see a congratulations page. You will have the option to continue, view your profile, or the my trips page. The My Trips page has all of your tour information, take a look around in your account and Sign Out when you are finished! Sign Out button is located under the technical support number on the top right hand corner of the page!

NOTE: If you are creating an account for a second individual and sharing the same email address the system will ask you if you would like to share the email address make sure to click yes and please create a username for him/her. This username

must be six characters or longer something creative no one else has used already. I suggest the first and last name all one word all lowercase letters. Then you can use the same password or create a new one. The first individual will always use the email as their username.