



# INTERNATIONAL SOS MYTRIPS

All staff must register their trips with International SOS (our emergency assistance provider) when traveling abroad on a business trip. We require that after you receive your booking confirmation, you perform the following to register your trip so you will receive important information about your destination along with any alerts that may be applicable to your travels.

## ? HOW TO REGISTER?

### ▶ PURCHASE

- Purchase your itineraries through our designated travel management company, which automatically registers you in International SOS. No other action is required.

### ▶ REGISTER

- Manually register your trip in **MyTrips** by completing a short profile.
- Register with your company email address or use the third option below.

### ▶ FORWARD

- Forward your itinerary *exactly* as you receive it, including any email attachments. Do not make any edits to the body of the email.



FOR TRAVELERS

TO FIELD: MiamiTravel@itinerary.internationalsos.com



FOR ADMINISTRATORS  
sending on Traveler's behalf:

TO FIELD: TRAVELER'S EMAIL ADDRESS  
CC FIELD: MiamiTravel-TO@itinerary.internationalsos.com