

Welcome to **ResX**, *A Service of Azumano Travel*

ResX offers UW travelers the next generation of web based travel tools that include WA state's negotiated rates. Travel agency service fees are reduced when planning UW travel online. ResX is recommended for domestic itineraries. For complicated itineraries and international trips, it is usually better to have a traditional travel agent do more extensive research to find the best routing and price. If needed, call our agents at 1-866-291-0460.

1. Go to www.azumano.com/uw.
2. If you were formerly registered in Travelport, click Login.
3. Enter your UW NetID and Password.
4. ResX home page appears. Begin planning travel or updating your Profile.
5. If you are a NEW REGISTRANT, go to www.azumano.com/uw. Click Traveler or Coordinator under Self-Registration. If you plan your own travel, click Traveler. If you plan travel for others and/or yourself, click Coordinator.
6. Complete User Set-up. Your MemberID must be your UW NetID. Boxes marked with * must be completed. Save.
7. Set Password using UWNet PW. If registering others, use a temporary PW. Save.
8. ResX home page appears. Begin planning travel or updating your Profile.
9. In order for a Travel Coordinator to book on behalf of a Traveler, the Traveler must be assigned to the Coordinator. Click the Traveler's Profile tab, then sub-section, *Travel Planner*, to add the Coordinator's MemberID as an authorized Travel Planner.
10. When planning travel, fine-tune your Search by adjusting *TRAVEL PREFERENCES*.
11. A training video and Quick Reference Guide are available under ResX Training Center on www.azumano.com/uw.

Sub sections under ProfileTab

- Personal Information (Phone, address, email, etc.)
- Travel Preferences (Search Options, Preferred Airlines, Seats, Cars, Hotels)
- Membership Numbers (Frequent traveler ID numbers)
- Display Options (Date, Time, Miles-Kilometers, etc.)
- Billing Information (Store encrypted credit card numbers). **Airfare must be purchased with a state Visa card beginning with 478825.**
- Change Password (ResX Password must = UW NetID Password)
- Travel Planners (Authorize a Travel Coordinator to book your travel)