

## CREATE YOUR PROFILE

Your profile allows you to book your trip online with your corporate discount. Your profile registers all your reservations and your preferences. In your profile, you can see all the details of your reservations.

**IMPORTANT:** If you need to cancel a trip, you **MUST** do it before train departure time (online or by phone at 1-888-VIA-RAIL) if you wish to be reimbursed. The amount reimbursed will depend on the type of fare chosen to book. Some fares are non refundable.

### Instructions to create your online profile:

- Go to [www.viarail.ca](http://www.viarail.ca).
- At the top of the page, click on "My VIA profiles".
- Click on "Create a profile" (yellow rectangle).
- Complete the form and **don't forget to note your user name and password** – you will need them every time you make a reservation. The e-mail you will enter there is the e-mail that will be used to confirm your reservations.
- After creating your profile, many options are possible. You can join VIA preference, our reward program. You can edit your profile and choose your preferred options (window or aisle seat, vegetarian or regular meal, etc).
- YOU MUST edit your profile to enter your corporate discount. Go to passenger information and click on edit. In discount type, select corporate rate and next to it, enter your 6 digit code 710696. Then click save.**
- If someone else will be making the reservations for you (travel manager, administrative assistant, or someone else), then this person will have to create a profile for themselves, and then "add passengers" to their profile. Every time that person needs to make a reservation for someone, he or she simply needs to enter his/her profile and select the passenger to travel.
- Once your profile is created, you can do your reservation on the left side of the page. Don't forget to login every time to be sure you get your discount!

The screenshot shows the VIA Rail Canada website interface. On the left is the 'TRAIN AND FARE SEARCH' section with options for Round trip, One way, Multi-city, and fields for Leaving from, Going to, Departure date, and Return date. On the right is the 'Profile information' section. Under 'PASSENGER INFORMATION', there are fields for First Name, Last Name, and Passenger type. Below that is the 'VIA Preference' section with a field for VIA Préférence #. The 'Promotional Discount' section is highlighted with a red circle, showing 'Discount Type' set to 'Corporate rate' and 'Discount Code' set to '710696'. Below that is the 'Travel Preferences (optional)' section with a dropdown for Special Meal Request (Business only) and a dropdown for Seat Preference. A 'Save' button is at the bottom right of the profile section. A link '> Return to profile without saving' is at the bottom left of the profile section.

Bon voyage!