

Getting Started

A practical guide for Travellers

JULY 2019

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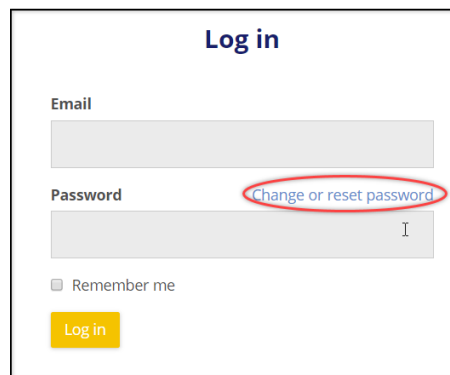
REGISTRATION

You can only complete the registration process on the portal. There are 2 ways to register to Global Tracker.

1.01 Registration– pre-loaded

If your personal details are pre-loaded you will be notified by your HR team. To register follow these instructions:

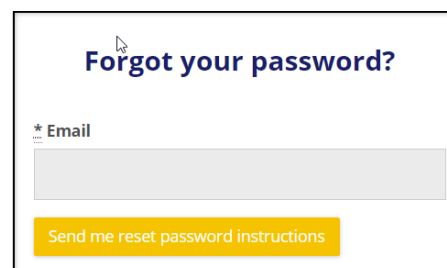
- Enter the URL provided into any browser
- Select 'Change or rest password' on the log in screen



The screenshot shows a login form with the following elements:

- Title: **Log in**
- Input field: **Email**
- Input field: **Password** with a link **Change or reset password** (circled in red)
- Checkbox: Remember me
- Button: **Log in** (yellow)

- Confirm your email and follow the password reset instructions



The screenshot shows a password reset form with the following elements:

- Title: **Forgot your password?**
- Input field: *** Email**
- Button: **Send me reset password instructions** (yellow)

- Accept the Data Protection Policy

Note that you will be unable to progress in the portal without acceptance. If you have questions or concerns, please contact your HR team.

1.02 Registration– self-registration

If you need to enter your personal details, you will be sent a link to self-register at the portal.

- Enter your name and email address
- **Accept the data protection policy You will be unable to progress without acceptance.**

If you have questions or concerns, please contact your HR team.



Going there does not collect or share information obtained from users for marketing or commercial purposes. Information held on individuals who subscribe to or are subscribed to Going there services is held securely in compliance with EU data protection and privacy directives exclusively for service delivery purposes and includes:

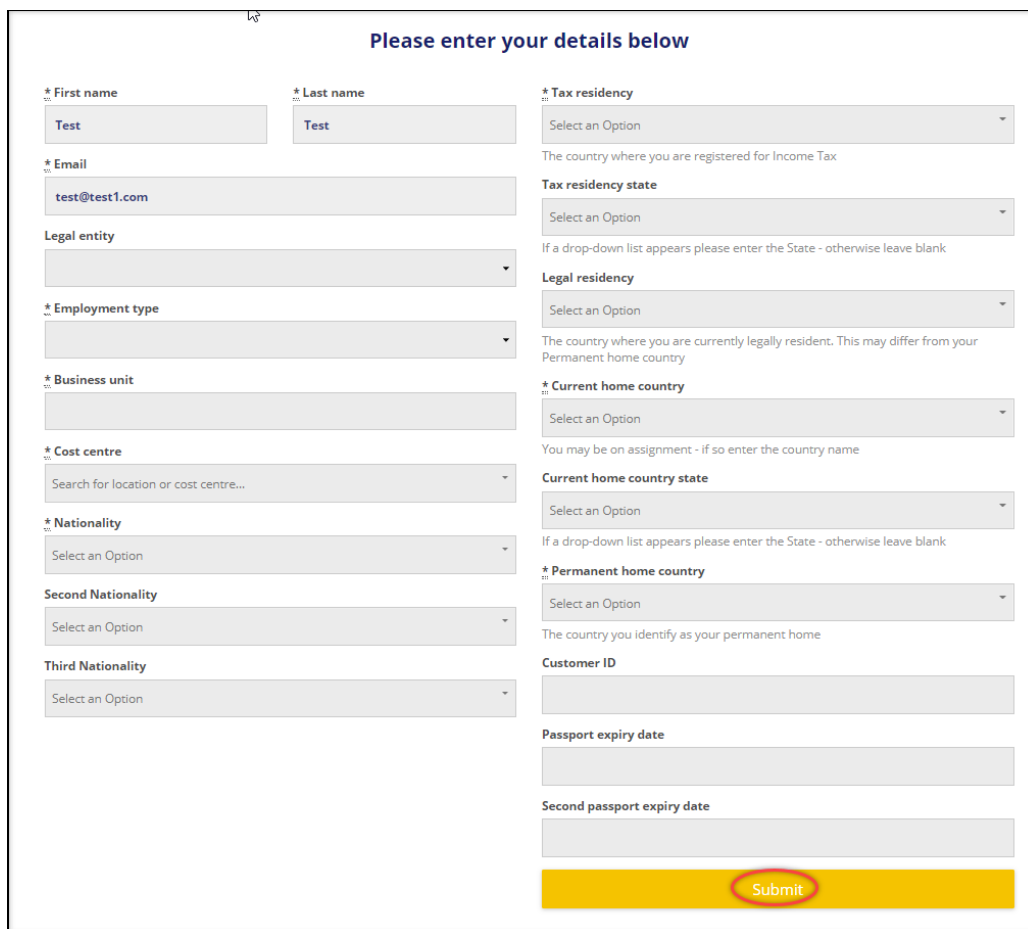
- Personal information you give us (name, e-mail address) enabling us to communicate with you in the provision of the subscribed service.
- Information on usernames, passwords, and on the type and scope of services you are subscribed to and schedule or itinerary of service
- Information relevant to the delivery of services, such as school ages of

* First name:

* Last name:

* Email:

Mandatory fields are denoted with an asterisk (*). Select Submit:



Please enter your details below

* First name:

* Last name:

* Tax residency:
The country where you are registered for Income Tax

Tax residency state:
If a drop-down list appears please enter the State - otherwise leave blank

Legal residency:
The country where you are currently legally resident. This may differ from your Permanent home country

* Current home country:
You may be on assignment - if so enter the country name

Current home country state:
If a drop-down list appears please enter the State - otherwise leave blank

* Permanent home country:
The country you identify as your permanent home

Customer ID:

Passport expiry date:

Second passport expiry date:

Other fields: * Email (test@test1.com), Legal entity, * Employment type, * Business unit, * Cost centre (Search for location or cost centre...), * Nationality, Second Nationality, Third Nationality.

- You will be asked to create a password. Passwords must be at least 8 characters long and include a least one lowercase letter, one uppercase letter and one digit.

Now, please create your password:

Password

Must be at least 8 characters long and include at least one lowercase letter, one uppercase letter and one digit

Password confirmation

Submit

Bookmark the website address for future convenience.