

User Guide

► First Connection to the GardaWorld Travel Security Portal

- Go to the [GardaWorld Travel Security Portal](#)
- Click **SIGN UP** and enter your **professional e-mail** address
- Complete the registration form using your **contract number** 2000218
- An email will be sent from travelsecurity@mg.garda.com to the address you entered containing a **confirmation link**

Note: if you do not receive the email within a few minutes, check your spam folder and/or contact your IT support if necessary.



► Updating your traveler profile

- The first time you connect to the portal, you will be asked to create your traveler's profile
- Enter your telephone number, including the country code, so that your company and/or the Travel Security team will be able to contact you if needed.
- If your **phone number changes**, please update the information in the "My Profile" section

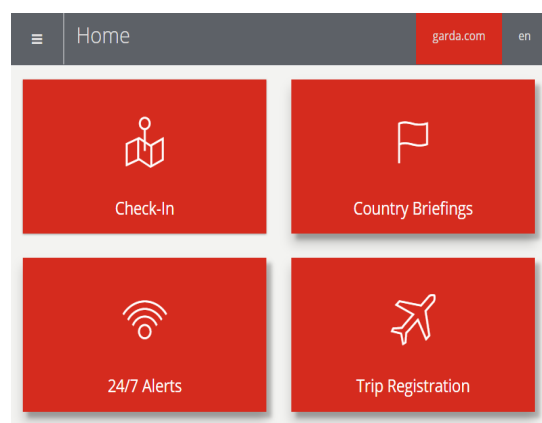
! It is crucial to select your entity from the « My Profile » section

- Click on validate once you've updated your profile

Charter of protection and respect of personal data

► Welcome to GardaWorld Travel Security

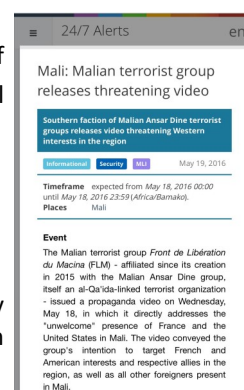
Thanks to its *responsive design*, the portal can be accessed from your computer, tablet, or smartphone. The content will automatically adjust to fit the size of your screen.



► Traveler Resources

Our traveler resources provide a wide range of content, updated daily, to help prepare for travel abroad:

- Country reports (security issues, health risks, practical information)
- Disease factsheets
- Lists of healthcare facilities audited by your health insurance provider so that you can be sure to receive the best possible care



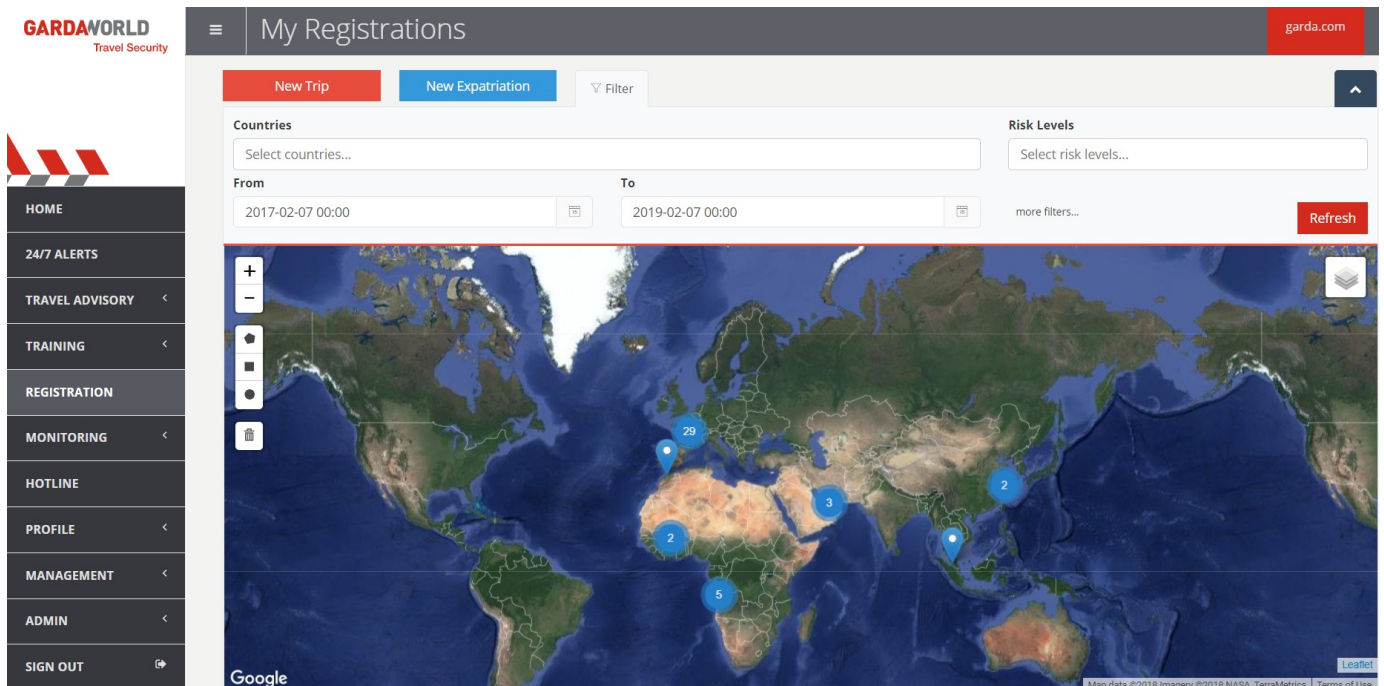
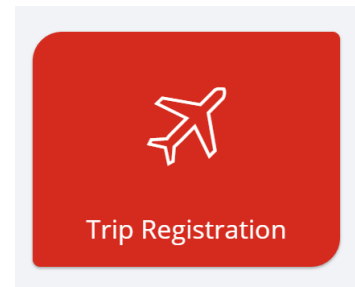
► 24/7 Alerts

You will have access to our alerts, published 24/7 on the GardaWorld Travel Security portal. Our alerts cover the entire world and all topics that could have an impact on business travelers: security, health, transportation, natural risks, etc.

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► Travel Registration

Trip registration allows GardaWorld to **better inform you of potential risks** prior to and during your stay—particularly important regarding medium- or high-risk destinations—and to **intervene on your behalf** in the event of an emergency. When you register a trip, please make sure to give **your updated traveler information (cellphone number, e-mail address)**.



You have any question or you need support?

support.travelsecurity@garda.com