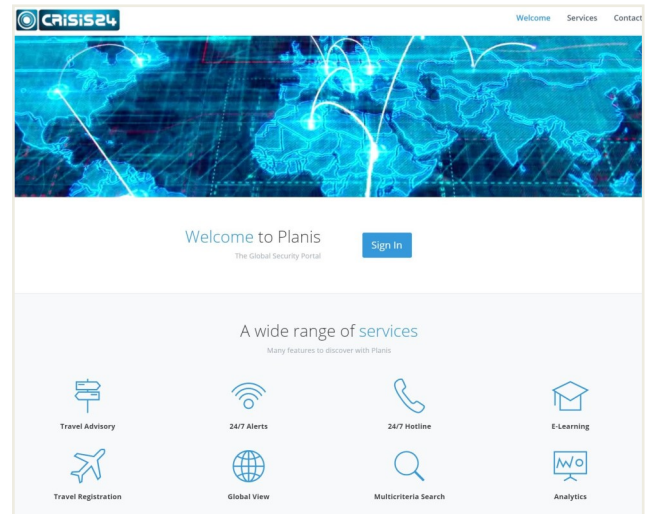


## User Guide

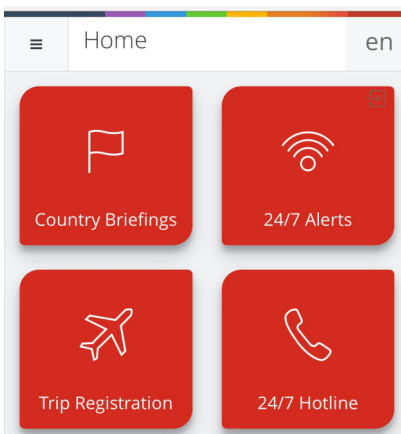
### ► First Connection to the Planis Portal

- Go to [www2.planis.net](http://www2.planis.net)
- Click **Sign In** and enter your email address
- Complete the registration form using your **contract number: 2000218**
- An email will be sent from [mailing@planis.net](mailto:mailing@planis.net) 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.*



### ► Welcome to Planis

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
- etc.

### ► 24/7 Alerts

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

### ► Travel Registration

Trip registration allows Crisis24 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.

**To benefit from Crisis24 assistance services, trip registration to country levels 5, 4 and 3 is mandatory. However, we highly recommend that you register all trips on the portal.**

