Create Guest Profile:

1. **Click** on **Create guest profile**.

2. **Enter** the **New Guest Traveler** information and **select Create**.

Guest Travelers will be saved for three months in AMEX for your use. After three months, you will need to recreate the guest, if needed.
3. If you are ready to book travel for the guest, select Start a new Trip. Otherwise, select Close.

4. You will see that you are Working for the guest traveler, and you can begin booking their travel.
AMEX – Booking Travel for a Guest cont’d

Book Guest Travel:

1. **Click** on your Name in the upper right corner and **select** Manage other users.

2. **Manage other user** allows you to **Search user by last name** or **select** from Recently Managed. **Select** the guest user you have created.

3. Once you have made your selection, you will see you are Working for the guest traveler.
4. Once the correct user has been selected and you are Working for them, you can Create Trip to book their travel and view their Trip List to see their travel arrangements.

Logging out of Guest:

1. When you are finished Working for the specified user, click on your Name in the upper right corner.

   Select Stop managing to go back to your user.

   Select Manage other user to book travel for someone else.

Please reach out to pcps@mail.wvu.edu with any questions.