**CWT Portrait** is an online profile management tool that gives travelers and travel arrangers the ability to create and update their information 24/7 year-round.

**CWT Portrait** ensures traveler preferences and data automatically apply to all travel reservations—whether made using an online booking tool or with a CWT travel counselor.

You access **CWT Portrait** by clicking on the 'My Travel Profile' button in the top right hand corner of your CWT Portal.

When accessing **CWT Portrait** you will be requested to complete some required fields (eg. Reporting information, contact information, ...) before completing the rest of your traveller profile.

Upon completing the fields click on **Submit Changes** button to save your changes. You can also decide to ignore this step and access your profile directly by clicking on **Ignore - Skip This Step**.

Please note that as long as these required fields are not completed you’ll always be shown this mask when accessing **CWT Portrait**.

**CWT Portrait** consists of seven menus (Traveller Details, Communication, Payment/Reporting, Air, Car, Hotel and Rail). Each menu contains a sub-menu in which you can add/update your information. By default the Traveller Details menu will show up.

There is an help menu in the top right hand corner of **CWT Portrait**. You can also contact our CWT Technical Service Center: onlinesupport@carlsonwagonlit.ch or call + 41 58 322 25 50
In the Traveller Details menu you’ll be able to add/update your name, phone numbers, emails. You can open and close all sub-menu by clicking on.

In the Communication menu you’ll be able to add/update your travel arranger(s). Only people holding a profile in the CWT Portrait database can be selected as arranger. Once nominated, the arranger will have access to your profile and be able to book a trip for you in the online booking tool (when available).

Under Payment/Reporting menu you’ll be able to add/update your credit card details and see the reporting information (eg. Cost center, ...) when available.

When adding a credit card always mention for what service the payment is used for (air, hotel, car or rail).

Under Air, Car, Hotel or Rail you’ll be able to add your travel preferences and membership cards.

In the ‘view history’ menu you’ll be able to view past modifications to your profile.

The nominated arranger will have a ‘Manage Traveller’ box on the top left hand corner. From there the arranger can access his/her traveller’s profile using the drop-down list and clicking on the 'MANAGE' button. You’ll then access the traveller profile and be able to add/update the information.