

Becoming a Traveler with iRobot

Becoming a traveler with iRobot requires a 2-step registration process.

STEP 1: Create a Concur Travel Profile

This will allow you to book travel through an agent and online.

STEP 2: Log into the iRobot WorldPortal

This will allow you to access all the information you need to know about the iRobot travel program.

Step 1: How to Create a Concur Travel Profile

Before traveling for iRobot, you need to create and save a Concur Travel Profile.

GETTING STARTED

Go to https://app2.outtask.com/registration/register_form.asp?regcode=iRobot2019

All travelers must register for a Concur Account AND Save a Concur Travel Profile. A Concur Travel


Profile is needed to book any travel, either through a World Travel, Inc. agent or through the Concur Online Booking Tool. After completing and saving all of the fields in the registration form, you will be able to access Concur with the Account Information you created.

Note: Your Concur username and password are separate from your iRobot WorldPortal username and password (at <https://portals.worldtravelinc.com/irobot/signin>). However, you must have a Concur Travel Profile in order to access to the portal.

WELCOME TO CONCUR

The Concur registration page looks like this:

User Registration

**Welcome to Concur!**

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the iRobot account. If this is incorrect, please contact World Travel online support at (800) 221-4730 or onlinehelp@worldtravelinc.com for the correct registration URL.

Please remember to review and update your travel profile before attempting to arrange travel. This can be done by clicking on My Travel Profile from the Travel Home page.

Account Information

Concur Login *

@irobot.com

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Employee Position/Title

Work Email Address *

@irobot.com

Work Phone *

Home Phone

Home Address

no p.o. boxes please

Street Address 1: *

Street Address 2:

City *

Country *

United States of America ▼

State/Province/Region *

None Selected ▼

Postal Code *

Configuration Settings

Time Zone *

(UTC-05:00) Eastern Time (US & Canada) ▼

Date Format *

M/D/Y ▼

Submit

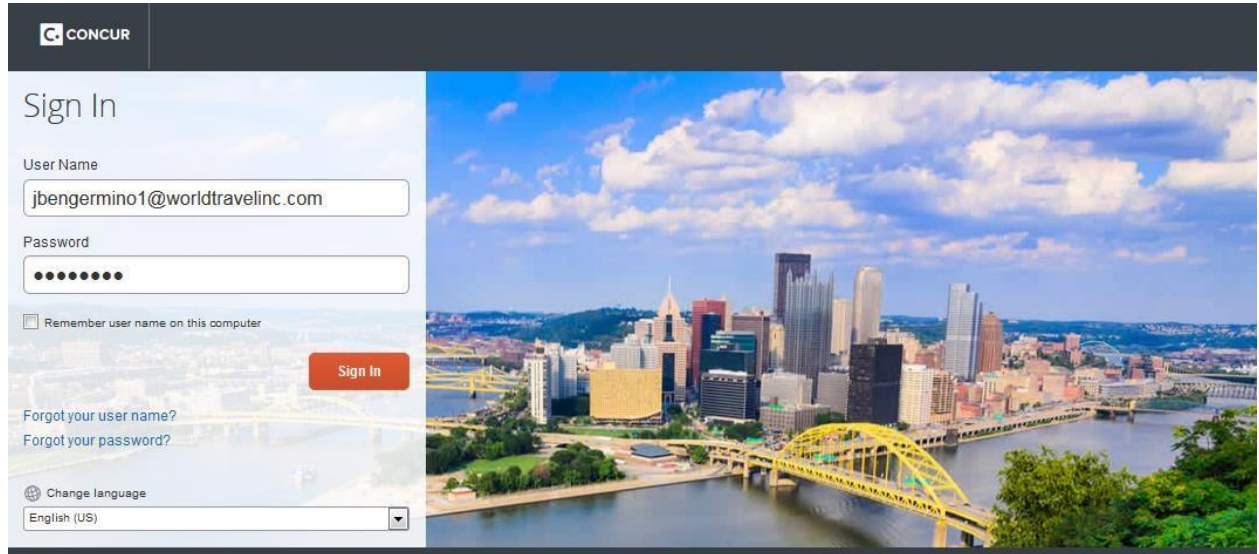
Reset

Once you have completed all the information on this first page, click on the Submit button. If you need assistance completing this process, contact the Online Help Department at World Travel, Inc. at 800-221-4730 or onlinehelp@worldtravelinc.com.

LOGGING INTO CONCUR

Once your profile is created, you can access Concur immediately by clicking Log in to your Concur account on the confirmation page.

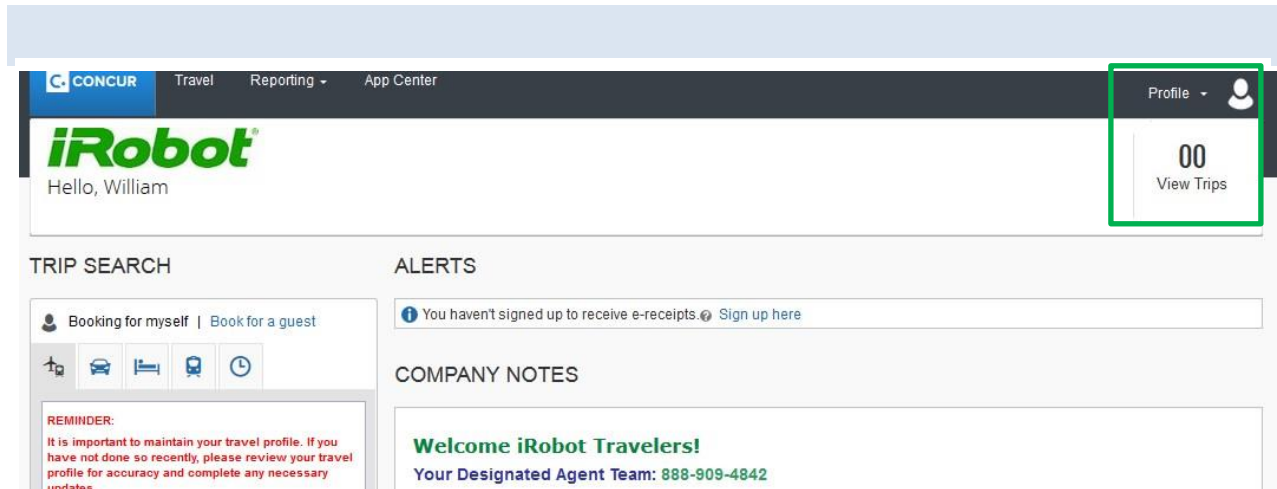
You will see this page:



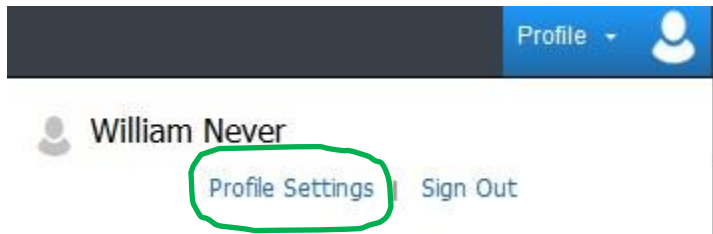
Use your @irobot.com email address and the password you just created to log in to Concur.

UPDATING YOUR CONCUR TRAVEL PROFILE – PERSONAL INFORMATION

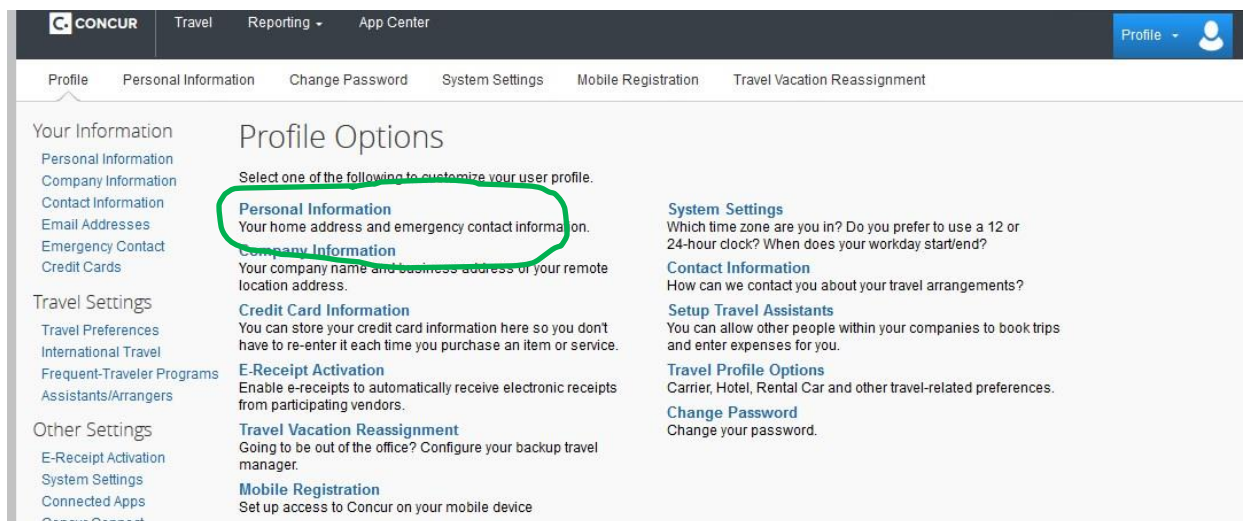
Once you log into Concur, click on the Profile drop-down in the top right corner.



Select Profile Settings



Then select Personal Information from the menu on the left.



Enter all of your personal information and be sure to save, regularly. There are multiple save buttons throughout the page. Clicking any one of the save buttons will save your entire profile.

IMPORTANT NOTE: TSA Secure Flight Rule is mandatory. All travel reservations must include your full name as it appears on their government ID (license/passport), date of birth, and gender. Optionally, you can include your redress number or known traveler number. Please be sure your profile includes all the required information.

UPDATING YOUR CONCUR PROFILE – PAYMENT INFORMATION

When inputting your American Express Corporate Credit information, be sure to check off the default settings which authorize the agency to use the card: (i.e. plane tickets, rail tickets, car rentals, hotel reservation, and taxi). If these default settings are not checked off appropriately, the agency will not have access to your card information when purchasing/reserving your travel.

Credit Cards Go to top

You currently have the following credit cards saved with your profile.

[+] Add a Credit Card

	TEST CARD	xxxx-xxxx-xxxx-1111	Exp: 10/2018	
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[Save](#)

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction. All fields are required.

Edit Credit Card

Edit your credit card information as necessary and click **Save Changes** when finished. All fields are required.

Display Name (e.g., My Corporate Card) Your name as it appears on this card

TEST CARD WILLIAM NEVER

Card Type Credit Card Number Expiration Date

VISA xxxx-xxxx-xxxx-1111 10 2018

Use this card as the default card for:

☒ Plane Tickets
 ☒ Rail Tickets
 ☐ Car Rentals
 ☒ Hotel Reservations

If you need assistance completing this process, contact the Online Help Department at World Travel, Inc. at 800-221-4730 or onlinehelp@worldtravelinc.com.

BOOKING TRAVEL

After creating your Concur Travel Profile, you will be able to book travel through the Concur Online Booking Tool or by calling an agent.


Your new profile will also synch with the iRobot WorldPortal at <https://portals.worldtravelinc.com/irobot/home>.


Step 2: Log into the iRobot WorldPortal

Before accessing the iRobot WorldPortal, your Concur Travel Profile will need to synch.

It may take a full business day for your newly created traveler profile to synch with the portal.

ACCESSING THE IROBOT WORLDPORTAL



**WORLD TRAVEL**
Travel Portal

SIGN IN
Email Address

Password

[Forgot Password?](#)

Becoming an iRobot Traveler

Becoming an iRobot Traveler is a 2-step process.

STEP 1 - COMPLETE YOUR CONCUR TRAVEL PROFILE
You must complete and activate your Concur Travel Profile before you can access this site. Please [click here](#) for detailed instructions on how to proceed with this process.

Once you have activated your Concur Travel Profile, you will be able to book travel through Concur.

STEP 2 - LOG INTO THIS IROBOT WORLDPORTAL
It may take at least one full business day for your Concur Travel Profile to synch to this portal. **You will receive a portal invitation email once your profile has synched and you have access to this portal.**

You can then access this travel portal using the temporary password provided in the portal invitation email. You will be asked to set a permanent password. **This password is not connected to your Concur Travel password, but you can set your portal password to be the same as your Concur Travel password.**

Once your profile has synched, you will receive a portal invitation email from World Travel, Inc. inviting you to access the [iRobot WorldPortal](#).

1. Enter your email on the iRobot WorldPortal sign-in page.
2. Use the temporary password in your confirmation email to access the iRobot WorldPortal.
3. Set your new password.

Remember: Your iRobot WorldPortal password is not connected to your Concur password. You can make them both the same if you wish.

SIGN IN

Email Address

traveler@irobot.com

Password

 [Forgot Password?](#)

SIGN IN

If you have forgotten your password or accidentally deleted your confirmation email from World Travel, Inc., you can trigger a password reset.

1. Enter your email on the iRobot WorldPortal sign-in page.
2. Select Forgot Password.
3. Check your email inbox for a password reset email.
4. Use the temporary password in your password reset email to access the iRobot WorldPortal.
5. Set your new password.

Remember: Your iRobot WorldPortal password is not connected to your Concur password. You can make them both the same if you wish.

NEED HELP?

If you have created a Concur Travel Profile but do not receive a portal invitation email after a full business day, or if you require immediate assistance accessing the iRobot WorldPortal, please email worldportalshelp@worldtravelinc.com.