Guide to complete your traveler profile
(Umbrella Faces interface)
Introduction

Welcome to Kuoni Business Travel! Please complete your profile in the profile tool Umbrella Faces.

Access Umbrella Faces

Following email is being sent out in order to access your personal profile:

Dear Mrs. Stephanie Gmuer

Welcome to Umbrella Faces, a traveler profile management tool provided by your travel agency DER Touristik Suisse AG. Once you've logged in, you'll be able to easily correct and complete your traveler profile.

Four access credentials are as follows:

- **URL:** [https://traveling.umbrella.ch/](https://traveling.umbrella.ch/)
- **Username:** Personal Sciper Number
- **Password:** as set
- **Agency:** KUO

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- Click on the third line on “this link” in order to set your password.
- After setting your secured password, log in to your personal traveller profile to complete it.

- Username: Personal Sciper Number
- Password as set
- Agentur = Always KUO
Accept the data privacy policy (only needed after the first log-in)

a. Ticking the check box (you need to scroll down to the bottom of the text)
b. Clicking “accept”
Please complete the profile under **General** with your personal information. Company and e-mail address are already filled in.

You do not have to fill in these fields (will be added automatically in the background):
Under **Travel documents** please add your passport data and, if in place, any long-term visa information, ESTA/ETA – that helps our agents to give the correct entry rules information.
Under **Preferences**, you can add all your membership numbers, seat preference etc.

Please do not forget to save the profile!

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**Thank you!**

Please contact our agents for any questions you might have:

Kuoni Business Travel / Maison de la mobilité - EPFL  
+41 58 702 64 00 / travelepfl@kuonibusinesstravel.ch

We look forward to assisting you with your travel requirements!  
Your Kuoni Business Travel team