

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:

Credentials for Mrs. Stephanie Gmuer to Umbrella Faces



faces-support@umbrella.ch
To: Gmür, Stéphanie

Reply Reply All Forward ...

Fr. 17.11.2023 08:38

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.

Your access credential are as follows:

- URL: <https://tenzing.umbrella.ch/faces/login>
- Username: [REDACTED]
- Password: Set your password by clicking on [this link](#). Please note that this link will expire in 48 hours.
- Agency key: KUO

The DER Touristik Suisse AG team

- 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.

With Faces you can update and maintain your personal travel profile. You thereby contribute to the quality of service.

Username

Password

Agency

Login

[Forgot your password](#)

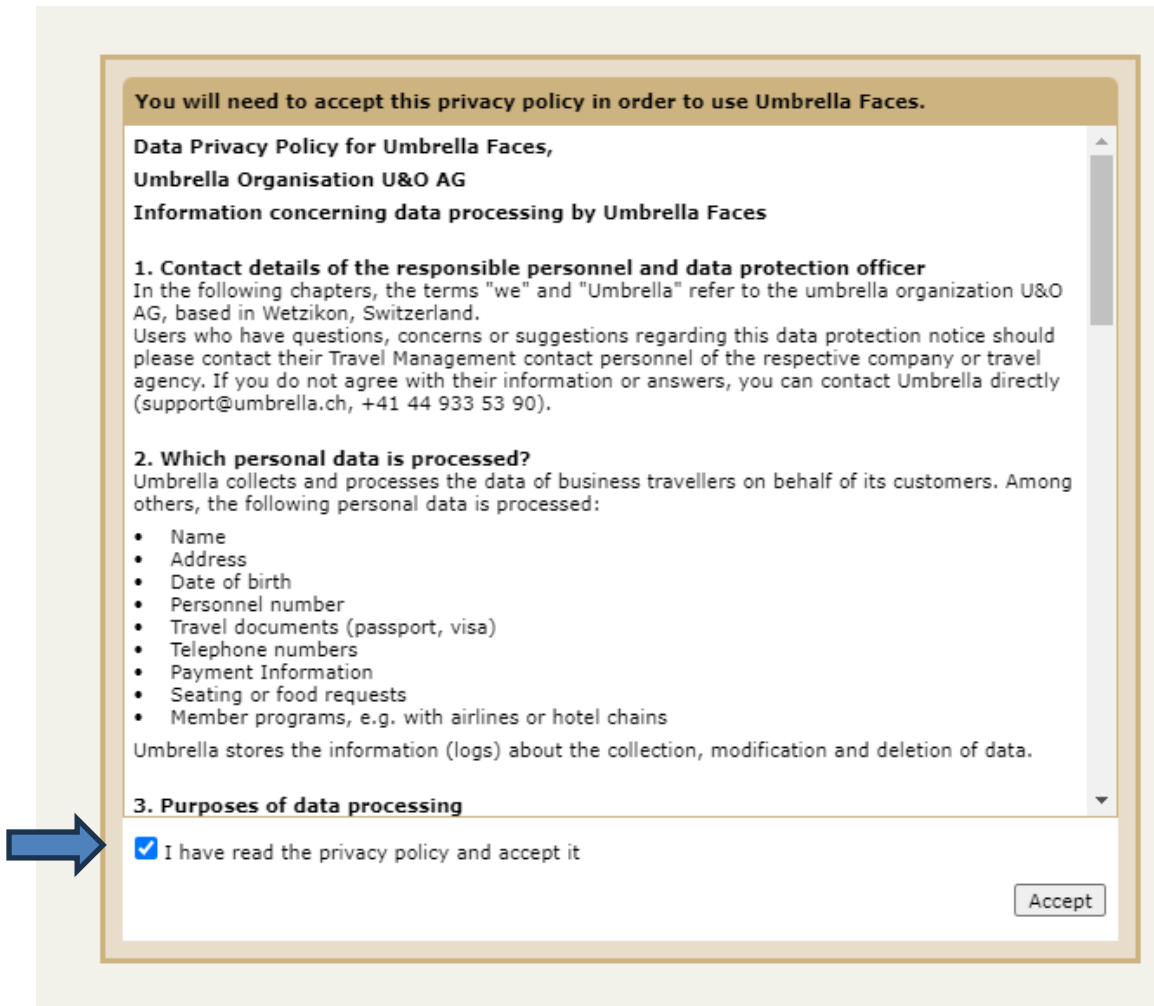


Umbrella Faces (2.355), by Umbrella U+O AG | Documentation

- 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”



You will need to accept this privacy policy in order to use Umbrella Faces.

Data Privacy Policy for Umbrella Faces,
Umbrella Organisation U&O AG
Information concerning data processing by Umbrella Faces

1. Contact details of the responsible personnel and data protection officer
In the following chapters, the terms "we" and "Umbrella" refer to the umbrella organization U&O AG, based in Wetzikon, Switzerland.
Users who have questions, concerns or suggestions regarding this data protection notice should please contact their Travel Management contact personnel of the respective company or travel agency. If you do not agree with their information or answers, you can contact Umbrella directly (support@umbrella.ch, +41 44 933 53 90).

2. Which personal data is processed?
Umbrella collects and processes the data of business travellers on behalf of its customers. Among others, the following personal data is processed:

- Name
- Address
- Date of birth
- Personnel number
- Travel documents (passport, visa)
- Telephone numbers
- Payment Information
- Seating or food requests
- Member programs, e.g. with airlines or hotel chains

Umbrella stores the information (logs) about the collection, modification and deletion of data.

3. Purposes of data processing

☒ I have read the privacy policy and accept it

Accept

Please complete the profile under **General** with your personal information. Company and e-mail address are already filled in.

General

Company	EPFL Accounts Payable	Q
Greeting	Mrs.	▼
Legal First name	Stephanie	
Legal Middle name	Legal Middle name	
Legal Last name	Gmuer	
Date of birth	Date of birth	
Citizenship	Switzerland	Q
Language	English (United Kingdom)	▼
Phone business		▼
Phone home		▼
Mobile		▼
E-mail	stephanie.gmuer@kuombusinesstravel.ch	
Itinerary / e-ticket	<input checked="" type="checkbox"/>	
Traveller	<input checked="" type="checkbox"/>	
Arranger / Assistant	<input type="checkbox"/>	
Approver	<input type="checkbox"/>	


You do not have to fill in these fields (will be added automatically in the background):

Billing Street	Billing Street
Billing Zip Code	Billing Zip Code
Billing City	Billing City
Billing Country	- ▼
Additional Email	Additional Email
Additional Email 2	Additional Email 2
Additional Email 3	Additional Email 3
Intern Tracking - Staff ID	Intern Tracking - Staff ID

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.

Travel documents


Passport(s)

Nationality 

Passport no.

Issue date


Issue place

Issue country 

Expires

Primary Passport ☒ [Add new](#)

Visa Information

Country 

Number

Issue date


Expires

Entry type

Linked passport

[Add new](#)

Identification cards

Country 

Number

Issue date

Expires

[Add new](#)

ESTA & ETA

Number

Expires

Global Entry Number USA

Under **Preferences**, you can add all your membership numbers, seat preference etc.

Preferences

Seat Request

We do our best to accommodate requests but cannot guarantee them.

Meal Request

Smoker ☐

Frequent flyer

Airline

Number

PIN

[Add new](#)

Hotel guarantee **Hotel Program**

Hotel chain

Customer number

Customer request

[Add new](#)

Car Program

Guarantee rental car

Company

Customer number

Customer request

Special request

[Add new](#)

Flight/Air Seat special request

Rail Information

Hotel Information

Car Information

Please do not forget to save the profile!

[Cancel](#)

[Save](#)

[Delete](#)

BEWARE! Changes apply to new bookings only!

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