

Trivello User Guide

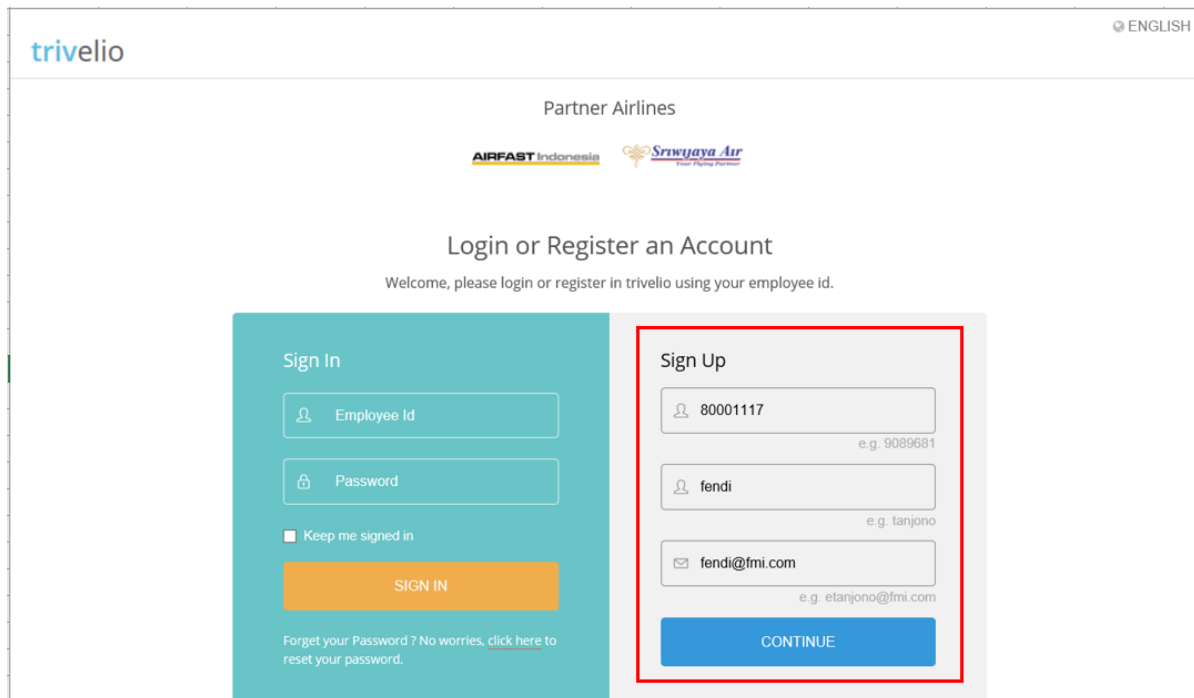
Purpose

Trivello is a web-based application developed for Freeport employees as a method for booking the flight ticket directly. It is intended to be a Personal Productivity Tool, to help employee book air flight ticket easily.

This document provides the user guide to help user do the bookings in the Trivello application using travel allowance & travel benefit payment methods

Trivello Registration (SIGN UP) Guide

1. Open trivello in this link <http://ptfi.trivello.com/#>
2. You must register (Sign Up) first in order to use trivello by filling the employee id, family name, fmi email as on below picture. Click continue.



Field Name	Description
Employee Id	Input employee id
Family Name	Input family name
Email Address	Input fmi email address
Continue	Click to continue registration process

3. After register process, you will get this notification stated that an activation link has been sent to your FMI email. Please check email to activate the trivello user id.

trivello

Thanks for registering

Your account is not active yet. An activation link has been sent to fendi@fmi.com, along with instructions for activating your account.

Click [HERE](#) to return to Login page

4. In your email, you will get an activation email from ptfitravel@trivello.com. Click the activate button



Trivello Account Activation

Hello FENDI ,

Thank you for registering in Trivello Account. In order to activate your account, click button below :



Activate

Your account will be activate after you change your password for the first time. If you didn't create a Trivello Account, just delete this email and everything will go back to the way it is.

- After clicking the activate button, you will be redirected to the input password page for your Trivelio user id. Input the desired password & click submit.

trivello

ENGLISH

Partner Airlines



Hi FENDI , one step away to activate your account.
Please provide your password.

Field Name	Description
New Password	Input new password
Confirm New Password	Input new password the same as above
Submit	Click to submit the password registration

- After the registration is successful, the page will return to the login page. Now you can sign in to Trivelio application.

Trivelio Forget Password Guide

- You can reset your password in case you forget the password.

Sign In

Keep me signed in

Forget your Password ? No worries, [click here](#) to reset your password.

- Click the “Click Here” link to reset the password. You will redirect into the next page. Input your employee id & FMI email address.

Trouble Accessing Your Account ?

Please provide your account detail as below to reset your password

Forgot Password

[Back to Login page](#)

Field Name	Description
Employee Id	Input employee id
Email Address	Input FMI email address
Continue	Click to continue reset the password.

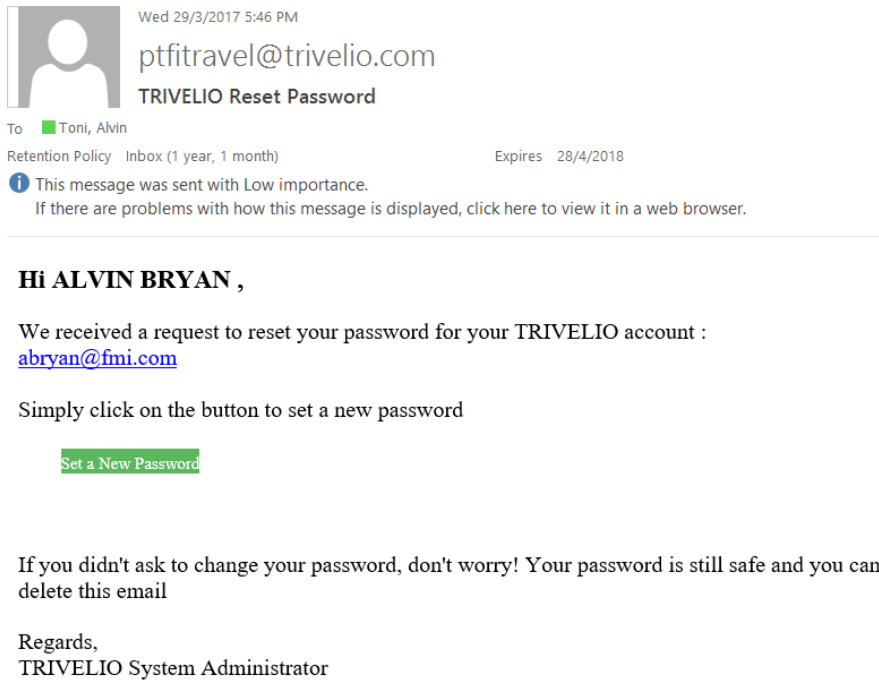
- You will get message to check your email. Trivelio will sent an email to reset your password.

Reset Password

A password reset message was sent to your email address **abryan@fmi.com** . Please click the link in that message to reset your password
 If you do not receive the password reset message with few moments, please check your spam folder or other filtering tools.

Click [HERE](#) to return to Login page

4. Check your email & click the “Set a new Password” button.



5. You will be directed to the reset password page. Input the desired password & click submit.

Reset Password

Hi ALVIN BRYAN , your password has been reset. Please input your new password

🔒 New Password

🔒 Confirm New Password

SUBMIT

Field Name	Description
New Password	Input new password
Confirm New Password	Input new password the same as above
Submit	Click to submit the password reset