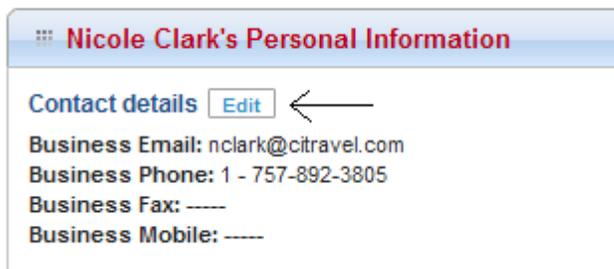


Changing Email Confirmation Recipients

- Select the Profile tab at the top right of the home page
 - o Note: If you are changing this for one of your delegates, select them from your drop down list first, then select the Profile tab.



- Select Edit next to Contact Details



- Under Confirmation Emails, the default field is the user's profile email address.

Confirmation Emails

Send to

Profile email: nclark@cittravel.com

A different email address:

Select "A different email address" and add the new recipient's email, then scroll to the bottom and select "Save"

Confirmation Emails

Send to

Profile email: nclark@cittravel.com

A different email address:



All email confirmations from Rearden will now go to the alternate email address and not the profile email address.

If you have any questions, please email E-Solutions@cittravel.com.