

Open Enrollment

- Go to <https://jlab.reardencommerce.com>
- This will direct the user to the login page. Under the Sign In button, they will select the "Create a new account" link

CI Travel presents



Sign In

Username

Password

Remember my username

Sign In

[Forgot your username or password?](#)

[Create a new account](#)



- They will be directed to enter their name, email address (verifies the @jlab.org domain to enroll), username (suggest first initial last name ex. John Smith's user name would be jsmith), and password (must contain letters and numbers)

Create An Account

*Required

First Name*

Last Name*

Corporate Email Address*

Reenter Corporate Email Address*

Username*

Password* ⓘ

Confirm Password*

Create an Account

- Once you complete this and click “Create an Account”, the user will receive an email to complete their registration. If they don’t see this in their inbox within several minutes, check your Junk mail folder. (Your IT department should have already white-listed the Rearden domains for prompt email delivery.)



Welcome to the Rearden Personal Assistant

Click below to fill in your Profile information and activate your account so you can begin using the Rearden Personal Assistant to book all of your travel and business services.

[Get started now](#)

- Click on the “Get started now” link and the user will be directed back to the site to fill in their profile information.
- Once that is complete, they will be on the home page for Rearden and can start completing their profile information or begin booking travel.
- To logon to the site again, the user goes back to <https://ilab.reardencommerce.com> and uses the login and password they created.

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