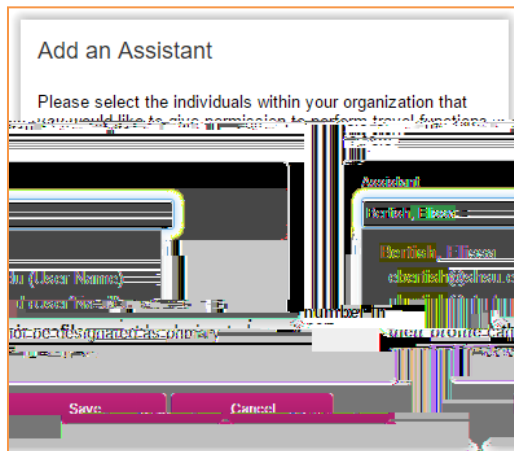




4. Begin typing the assistant's name in the field. Once the name is located, select it. Select ☐ and/or ☐. ____: You can only have one primary assistant. The primary assistant will receive all travel communication regardless of who booked the reservation.



5. Select ☐ and verify the Assistant's name is listed.

