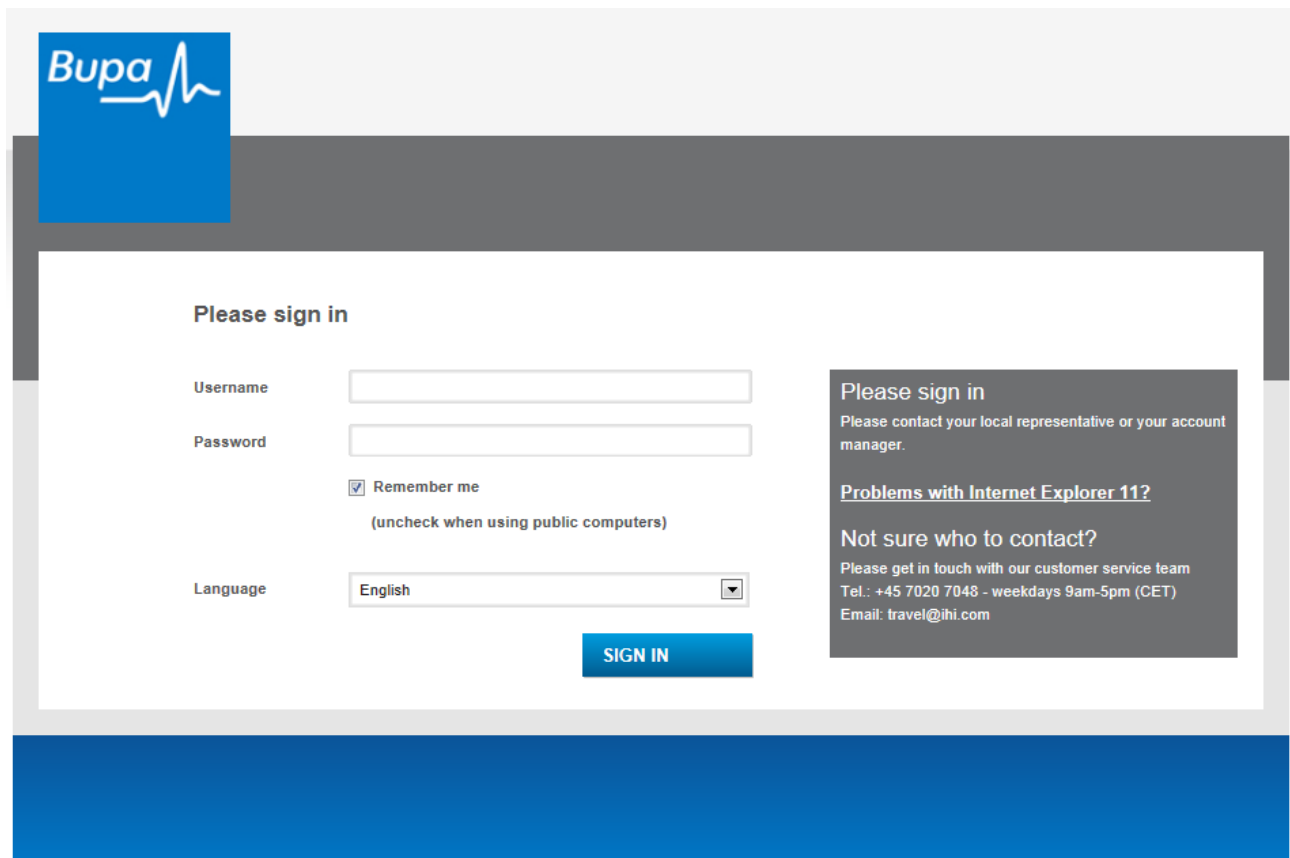


Trip Registration Guide - ENG

Go to <https://tripregistration.ihl.com/> and log in with your username and password



The screenshot shows the Bupa trip registration login interface. At the top left is the Bupa logo. The main content area is titled "Please sign in" and contains a login form with fields for Username, Password, and Language. There is a "Remember me" checkbox and a "SIGN IN" button. To the right of the form is a sidebar with additional links and contact information.

Please sign in

Username

Password

☒ Remember me
(uncheck when using public computers)

Language

SIGN IN

Please sign in
Please contact your local representative or your account manager.

Problems with Internet Explorer 11?

Not sure who to contact?
Please get in touch with our customer service team
Tel.: +45 7020 7048 - weekdays 9am-5pm (CET)
Email: travel@ihl.com

Trip Registration Guide - ENG

The first page contains an overview of your travel days for the current policy year

You can chose between English and Spanish.

If you don't have enough days to register trips, contact your broker or Bupa Global Travel to purchase additional days.

The screenshot displays the Bupa travel portal. At the top left is the Bupa logo. To its right, the text 'A01-COMPANY' and 'Current period 01/09/2014 - 31/08/2015' is shown. A summary box highlights 'Remaining days: 943', 'Used days: 57', 'Transferred days: 0', and 'Bought days: 1000'. A blue arrow points to this box from the text above. The top right includes a language dropdown set to 'English', 'Help', 'Log out', and a 'How we use cookies' link. Below the header is a 'REGISTER NEW TRIP' button with an airplane icon. To the right are 'Trips' and 'History' tabs. The main section is titled 'TRIPS' and features a search bar with the placeholder 'First name, last name, policy number' and a 'SEARCH' button. Below the search bar are filters for 'All trips' (3), 'Active trips' (0), 'Future trips' (3), and 'Past trips' (0). A 'Filter by travel period' section includes date pickers and an 'UPDATE' button. A table lists three trips with columns for Travel period, Policy no., Days, First name(s), Last name, Destination, and Created. Each row has edit and delete icons. The table shows three entries for different travel periods in 2014 and 2015. At the bottom, it indicates 'Showing 1 to 3 of 3 entries', a 'Show per page' dropdown set to 10, and pagination controls showing 'First', '1', and 'Last'. There are also links for 'Import data' and 'Extract data'.

Travel period	Policy no.	Days	First name(s)	Last name	Destination	Created
22/11/2014 - 28/11/2014	NA	7	Mette	Svane		20/11/2014
22/12/2014 - 31/12/2014	NA	10	Line	Sørensen	Andorra	20/11/2014
01/12/2014 - 09/01/2015	NA	40	Charlotte	Sparboe	Australia	20/11/2014

Trip Registration Guide - ENG

All trips are listed on the first page

You can sort the trips by status by clicking on the tabs; active, future or past trip

Click to register a new trip

Bupa

A01-COMPANY
Current period 01/09/2014 - 31/08/2015

Remaining days **932**
Used days 68
Transferred days 0
Bought days 1000

English Help Log out

REGISTER NEW TRIP

TRIPS

First name, last name, policy number **SEARCH**

Filter by travel period

to: **UPDATE**

Travel period	Policy no.	Days	First name(s)	Last name	Destination	Created
20/11/2014 - 22/11/2014	NA	3	Bernardo	Bagge		20/11/2014
22/11/2014 - 28/11/2014	NA	7	Mette	Svane		20/11/2014
22/12/2014 - 31/12/2014	NA	10	Line	Sørensen	Andorra	20/11/2014
01/12/2014 - 09/01/2015	NA	40	Charlotte	Sparboe	Australia	20/11/2014
15/10/2014 - 22/10/2014	NA	8	Michael	Hansen		20/11/2014

Showing 1 to 5 of 5 entries

Show per page 10 First 1 Last Import data Extract data

Trip Registration Guide - ENG

You can make these changes to trips by clicking on the pen

Active trips

- Change return date

Past trips

- Changes are not allowed

Future trips

- Departure date
- Return date
- Name, dob, destination

You can delete future trips by clicking on X

New cover letter

You can print a new cover letter for at trip already registered by clicking on edit and then next

Bupa **A01-COMPANY** **Remaining days** **932** English Help Log out
Current period 01/09/2014 - 31/08/2015 Used days 68
Transferred days 0
Bought days 1000 [How we use cookies](#)

REGISTER NEW TRIP **Trips** **History**

TRIPS

First name, last name, policy number **SEARCH**

Filter by travel period
to: **UPDATE**

Travel period	Policy no.	Days	First name(s)	Last name	Destination	Created
20/11/2014 - 22/11/2014	NA	3	Bernardo	Bagge		20/11/2014
22/11/2014 - 28/11/2014	NA	7	Mette	Svane		20/11/2014
22/12/2014 - 31/12/2014	NA	10	Line	Sørensen	Andorra	20/11/2014
01/12/2014 - 09/01/2015	NA	40	Charlotte	Sparboe	Australia	20/11/2014
15/10/2014 - 22/10/2014	NA	8	Michael	Hansen		20/11/2014

Showing 1 to 5 of 5 entries

Show per page 10 First 1 Last Import data Extract data

Trip Registration Guide - ENG


To register a trip enter only

- Departure date
- Return date
- Traveller first name
- Traveller last name

Optional information

- Destination
- Date of birth

TRIPS › EDIT TRIP



1
Trip
information

2
Cover letters

1
Travel
dates

Cover is provided from departure date to return date, both days included

Departure date *

Return date *

September 2014

October 2014

November 2014

2
Destination
&
travellers

Choose destination(s) and traveller names

Destination(s)

Traveller(s) *

3
Register
(optional)

The administrator registering the trip (optional)

Your name Department / Section


Trip Registration Guide - ENG

Your trip has been registered!

Download cover letter in English or Spanish


Send cover letter to an email address


To re-print the cover letter, click on “edit” in the list of trips, then “next” to return to the below page.



A01-COMPANY
Current period 01/09/2014 - 31/08/2015


Remaining days 932
Used days 68
Transferred days 0
Bought days 1000


English ▾ Help Log out

[How we use cookies](#)

 REGISTER NEW TRIP >

Trips History

TRIPS >

 1 Trip information 2 Cover letters

 Your trip has now been registered

The trip has been registered with Bupa Global on 20/11/2014

Departure	22/11/2014
Return date	28/11/2014
Insurance	01/09/2014 - 31/08/2015
Destinations	
Choose language	English ▾

DOWNLOAD COVER LETTERS >

Email cover letters

Department / section	
Name	Email address
User Joaquín Barreiro	<input type="text" value="msv@ihi-bupa.com"/> <input checked="" type="checkbox"/> Send all cover letters as mail
Traveller(s) Mette Svane	<input type="text"/> <input type="checkbox"/> Send cover letter as mail

EMAIL COVER LETTERS TO CHECKED RECIPIENTS >

DONE >