

ibsoftware

Travel Portal

Date of Birth Entry

Quick Reference Document

1. Navigate to Travel Portal and enter login information



<https://suncor.ibsilogistics.com/ilogisticsPassengerPortal/>

Login: *00000000 (8-digit badge number)*

Password: *Email your Travel Coordinator if you are unable to reset password and require a password reset*

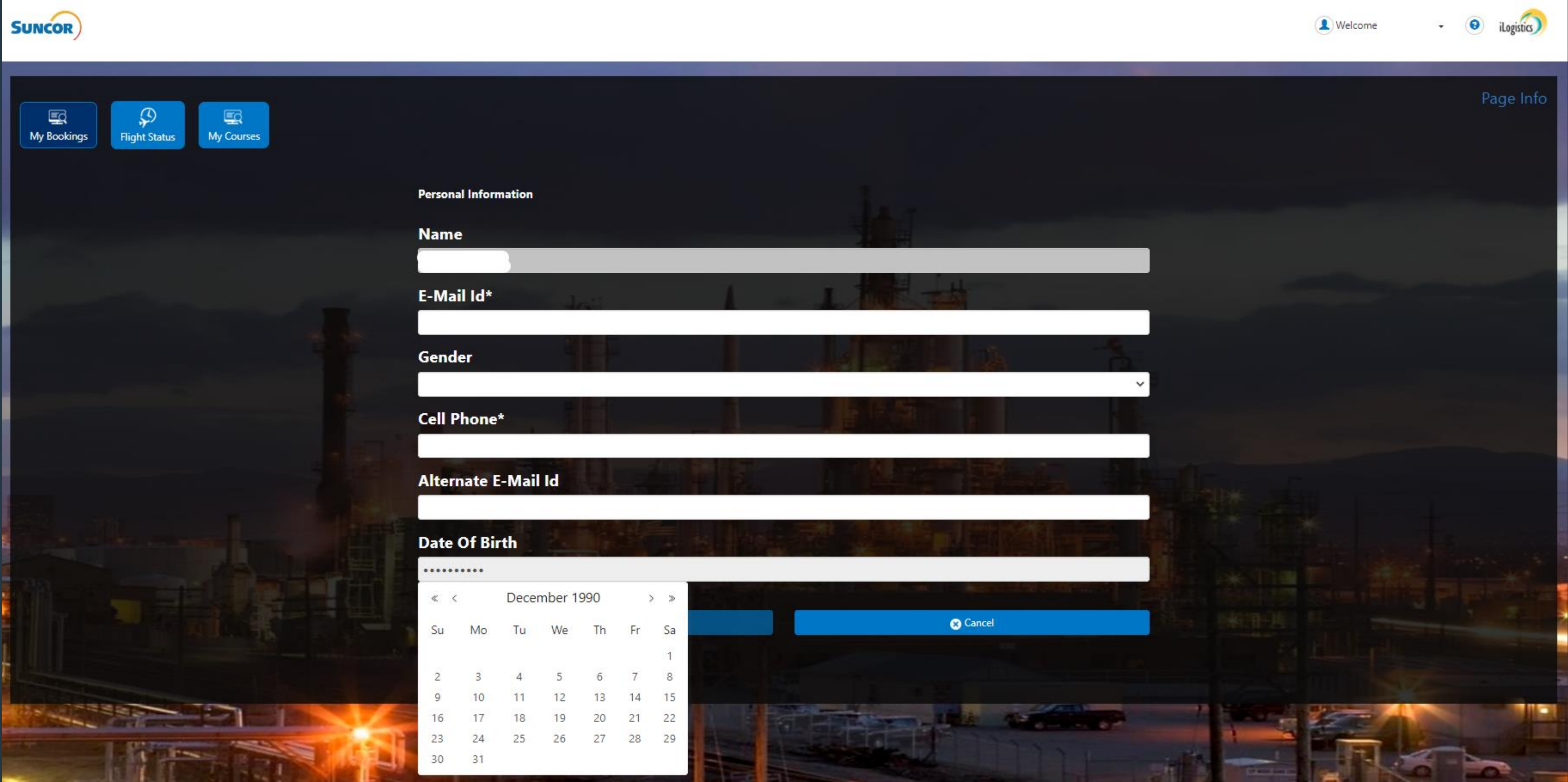
2. Edit profile information

The screenshot shows the Suncor iLogistics user interface. At the top left is the Suncor logo. On the right, a user profile dropdown menu is open, displaying the text "Welcome" and a list of profile fields: Name, E-Mail Id*, Gender, Cell Phone, and DOB (with a masked value XXXXXXXXXXXX). An "Edit" button with a pencil icon is positioned to the right of the profile fields. Below the profile fields are links for "Change Password" and "Logout".

Below the navigation bar, there are three buttons: "My Bookings", "Flight Status", and "My Courses". A disclaimer states: "* Check-in and check-out times may not be accurate. Please contact your travel coordinator for correct times." Below this, there are tabs for "Upcoming Travel", "Past Travel", "Cancelled", and "Draft".

The background of the page features a photograph of an industrial refinery or chemical plant at dusk, with tall distillation columns and piping illuminated by warm lights against a twilight sky.

- 3. Enter date of birth in provided field and hit save



All Fields marked with * are mandatory fields and as of October 1, 2022, Date of Birth is mandatory to fly

Thank you for completing

Please note that travellers who do not enter Date of Birth before September 28, 2022 will not be able to board their flights starting October 1, 2022

