

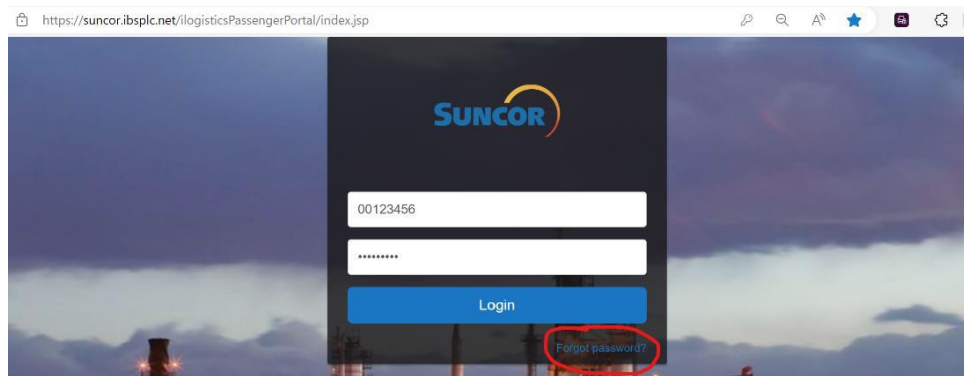
Procedure Steps

1. Navigate to the [Travel Portal](#) and enter login information.

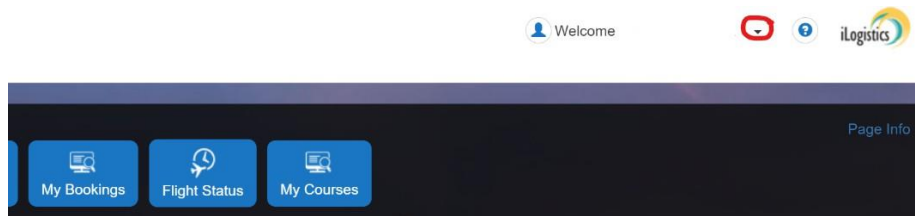
Note: In the username field, enter your 8-digit badge number (format: 00123456). If you are unable to reset your password and require a password reset;

1. click on forgot password at the bottom right-hand side under login
2. email your Travel Coordinator or
3. If you do not have a Travel Coordinator, contact Suncor Travel Support Email: travelsupport@suncor.com

Please include your legal name, badge number and email address.

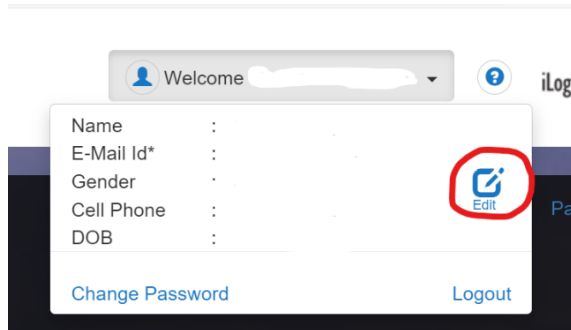


2. Edit your profile information by clicking into the **profile figure** at the top right-hand corner of the page.



Travel Operations Support, Field Logistics

3. Click on Edit



4. Fill in the mandatory fields and click **save**.

Note: Date of birth, email address, and cell phone number are all **mandatory** fields that need to be filled out prior to clicking save.

