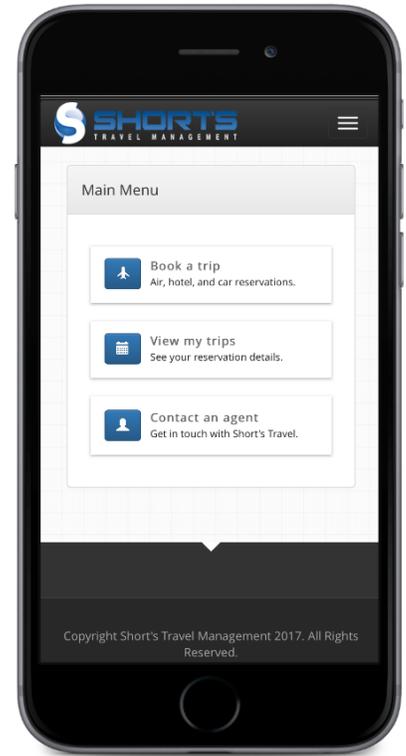


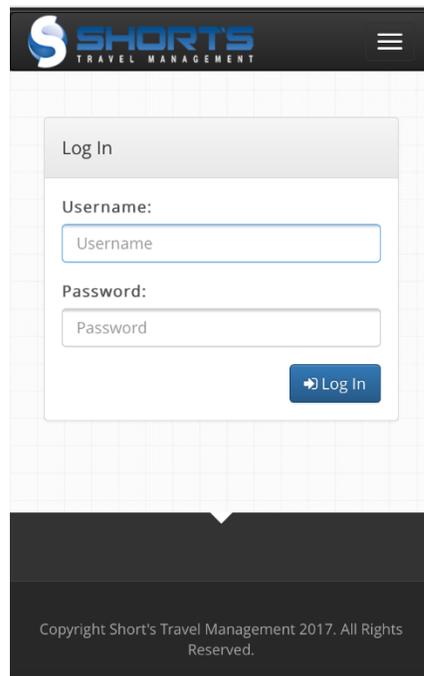
SHORT'S TRAVEL ONLINE (STO) MOBILE USER GUIDE

Book trips on your mobile device. Anytime. Anywhere. STO, Short's online booking tool, responds to your device so you can book trips using your mobile phone or tablet. Follow these simple steps to start using STO on your mobile device today.



Visit www.shortstravelonline.com on your mobile device.

Enter your username and password for TravelMATE, Short's travel portal, to login.



You may need to clear your browser cache prior to using. For information on how to do this, visit <http://www.refreshyourcache.com>.

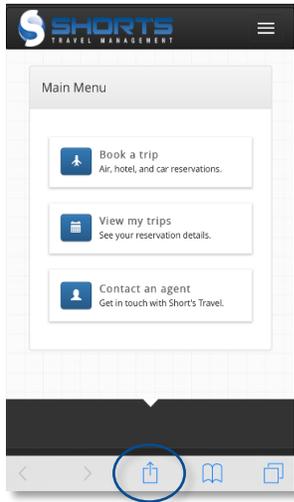
ADD TO HOME SCREEN

OPTIONAL

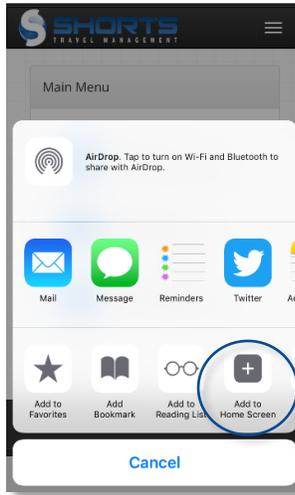
To easily access this website in the future, add it to your home screen on your mobile device. Use these instructions for iOS (iPhone, iPad, etc.) and Android (Samsung, LG, etc.) operating systems.

iOS | Using Safari

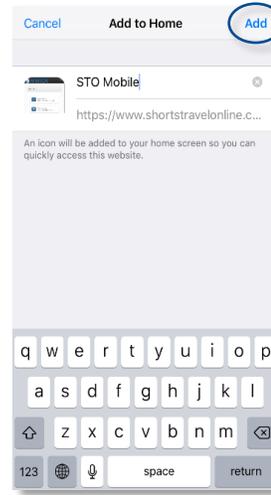
Select the arrow up icon at the bottom of the page.



Select the "Add to Home Screen" button.



Rename the website as you prefer. Select "Add".

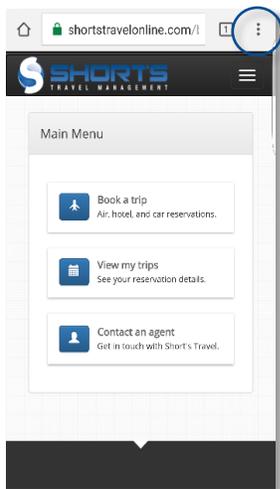


Now access STO Mobile on your home screen.

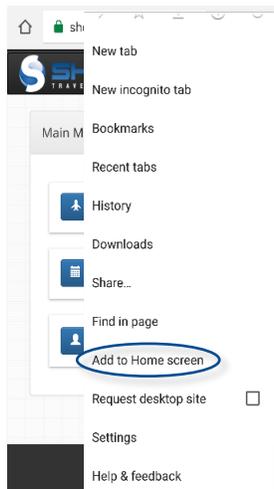


Android | Using Chrome

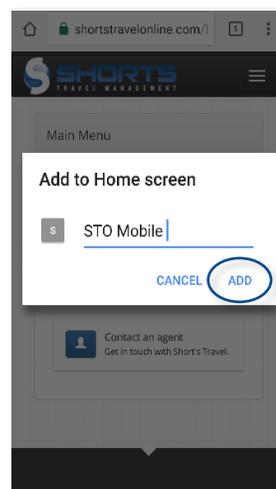
Select the three dots icon at the top of the page.



Select the "Add to Home Screen" option.



Rename the website as you prefer. Select "Add".

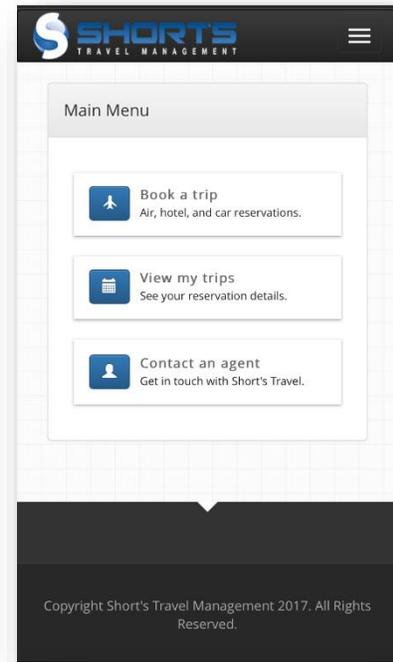


Now access STO Mobile on your home screen.



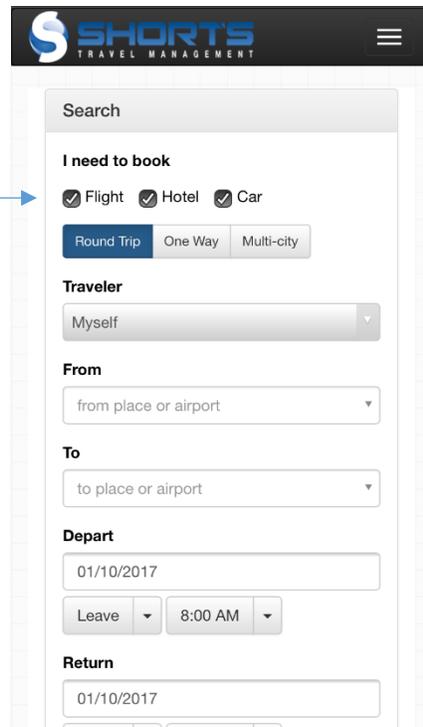
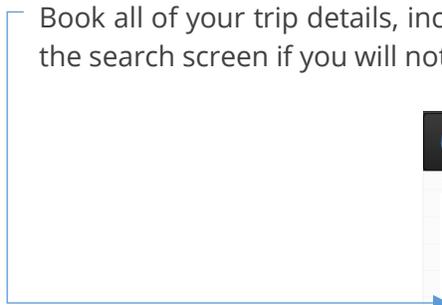
Navigate the Main Menu.

After logging in, you will be directed to the main menu. Navigate through the tabs to either book a trip, view your trips, travel program, or contact a Short's travel agent.



BOOK A TRIP

Book all of your trip details, including air, hotel, and car. Simply deselect any of these options on the search screen if you will not be needing it for your trip.



AIR SEARCH

Sort ⇅

Filter ▼

PRE-BOOKED

 **ECONOMY**
\$196
NO REFUNDS

Multiple Carriers

	LAX		LAS
Wed	8:30A	-	9:49A
UA5971	Economy		1h 19m

	LAS		LAX
Thu	7:15A	-	8:39A
AA145	Economy		1h 24m

[Details / Seats / Bags / Email](#)

PRE-BOOKED

 **ECONOMY**
\$196
NO REFUNDS

Multiple Carriers

Sort air by price, duration, departure and arrival time. Filter by airline, class, number of stops, and more.

View flight details such as seat maps and bags.

Flight Details ✕

Info **Seats** Bags Email

United 5971 (LAX to LAS)

American 145 (LAS to LAX)



United 5971 Los Angeles (LAX) to McCarran (LAS)

Wed, Jan 11 - 8:30 AM to 9:49 AM

	7	
	8	
	9	
	10	
	11	
	12	
	15	
	16	
	17	

Flight Details ✕

Info **Bags** Seats Email

 **American Airlines Inc. Baggage Fees (one way)**

	Paid at online check-in	Paid at airport check-in
1st Checked Bag	\$25.00	\$25.00
2nd Checked Bag	\$35.00	\$35.00
Total for 2 Bags (each way)	\$60.00	\$60.00
3+ or Oversized Bags	Additional Fees Apply	

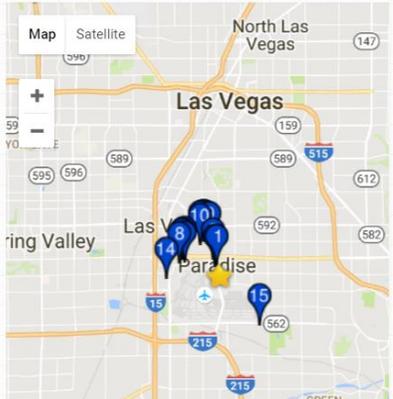
 **United Airlines Baggage Fees (one way)**

	Paid at online check-in	Paid at airport check-in
--	-------------------------	--------------------------

HOTEL SEARCH

LAS VEGAS MCCARRAN INTL (LAS)
 :: WED JAN 11 - THU JAN 12
[Change Search](#) [Continue without hotel](#)

Filter ▼



Filter hotels by hotel name/chain, amenities, rating, and more.

View hotel details, area information, amenities, and photos.


 1 - HOWARD JOHNSON INN LAS VEGAS A
 0.76 miles
 ⓘ ⓘ ⓘ ⓘ
 \$39 [SHOW ROOMS](#)


 2 - BEST WESTERN MCCARRAN INN
 0.97 miles ★★☆☆☆
 ⓘ ⓘ ⓘ ⓘ
 \$85 [SHOW ROOMS](#)


 3 - TRAVELODGE LAS VEGAS AIRPORT N
 1.34 miles
 ⓘ ⓘ ⓘ ⓘ

CAR SEARCH

LAS VEGAS MCCARRAN INTL (LAS)
 :: WED JAN 11 - THU JAN 12
[Change Search](#) [Continue without car](#)

Filter ▼

INTERMEDIATE CAR

 PREFERRED

Enterprise Rent A Car [\\$49](#)
 CONTRACTED

STANDARD CAR

 PREFERRED

Filter cars by vendor, car type, pickup location, and exclude cars out of policy.

PURCHASE RESERVATION

 ☰

Purchase Reservation

* denotes required fields

TRAVELER

Change Traveler
 NEVER/WILLIAM H ⓘ

First Name *
 WILLIAM

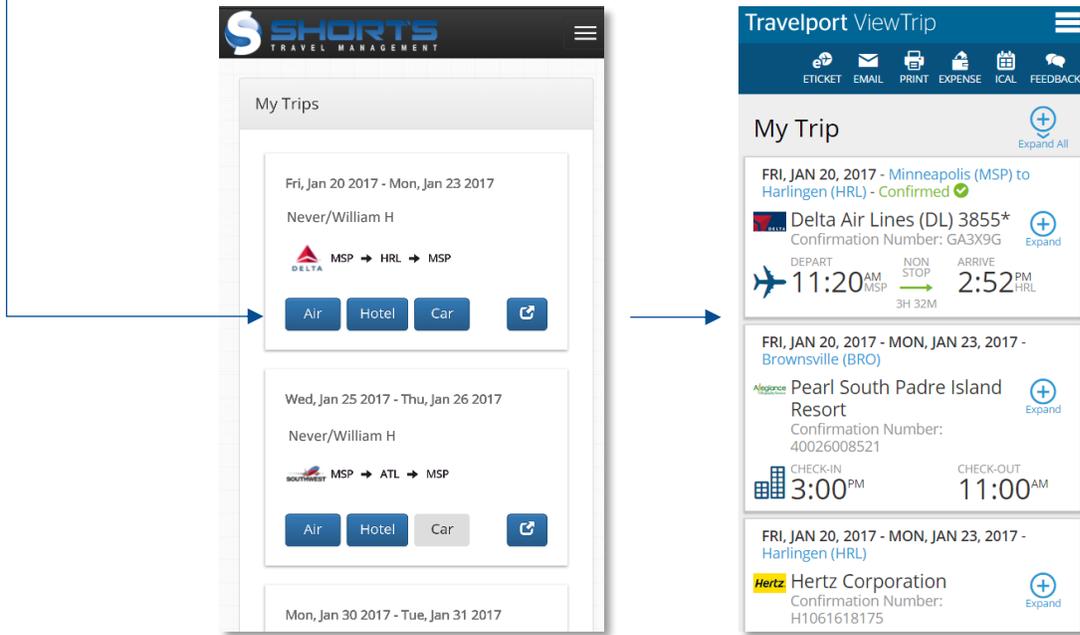
Middle Name
 H
 No Middle Name

Last Name *
 NEVER

Suffix

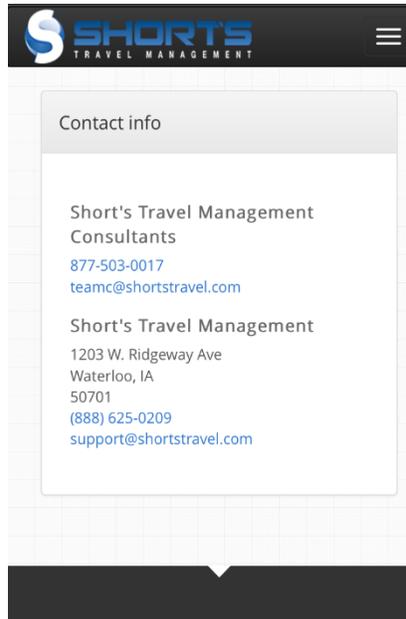
 **VIEW MY TRIPS**

Click on the travel segment button to view your itinerary.



The screenshot shows the 'My Trips' mobile app interface. On the left, a list of travel segments is displayed. The first segment is for 'Fri, Jan 20 2017 - Mon, Jan 23 2017' with the traveler 'Never/William H' and a Delta flight from MSP to HRL to MSP. Below this segment are buttons for 'Air', 'Hotel', 'Car', and a share icon. The second segment is for 'Wed, Jan 25 2017 - Thu, Jan 26 2017' with the traveler 'Never/William H' and a Southwest flight from MSP to ATL to MSP. Below this segment are buttons for 'Air', 'Hotel', 'Car', and a share icon. The third segment is for 'Mon, Jan 30 2017 - Tue, Jan 31 2017'. On the right, a detailed view of the first segment is shown, titled 'Travelport ViewTrip'. It includes a navigation bar with icons for 'ETICKET', 'EMAIL', 'PRINT', 'EXPENSE', 'ICAL', and 'FEEDBACK'. The segment details include: 'FRI, JAN 20, 2017 - Minneapolis (MSP) to Harlingen (HRL) - Confirmed', 'Delta Air Lines (DL) 3855*', 'Confirmation Number: GA3X9G', 'DEPART 11:20 AM MSP', 'NON STOP 3H 32M', and 'ARRIVE 2:52 PM HRL'. Below this, another segment is shown for 'FRI, JAN 20, 2017 - MON, JAN 23, 2017 - Brownsville (BRO)' with 'Pearl South Padre Island Resort', 'Confirmation Number: 40026008521', 'CHECK-IN 3:00 PM', and 'CHECK-OUT 11:00 AM'. A third segment is shown for 'FRI, JAN 20, 2017 - MON, JAN 23, 2017 - Harlingen (HRL)' with 'Hertz Corporation', 'Confirmation Number: H1061618175'.

 **CONTACT AN AGENT**



The screenshot shows the 'Contact info' mobile app interface. It displays the following contact information:

Short's Travel Management
Consultants
877-503-0017
teamc@shortstravel.com

Short's Travel Management
1203 W. Ridgeway Ave
Waterloo, IA
50701
(888) 625-0209
support@shortstravel.com

Please contact Short's Online Support team with any technical difficulties:
OnlineSupport@shortstravel.com