Log in as usual and click ‘book online’ to open the booking portal
- Once in the booking portal, click the suitcase icon to access your MyTrips folder
- Find and click on the relevant trip

Cancellations
- To cancel the entire trip, click ‘Cancel Trip’
- To cancel one product of a multi-product trip, click ‘remove’ next to the relevant product
- The system will ask you to confirm, and will advise if any costs will be incurred

Changes
- Click ‘Request Change’
- Select the product(s) to be changed
- Complete payment information
- Describe the required change(s) in full
- Click SEND and the KT team will contact you with change details