

Lufthansa City Center
ALR Business Travel

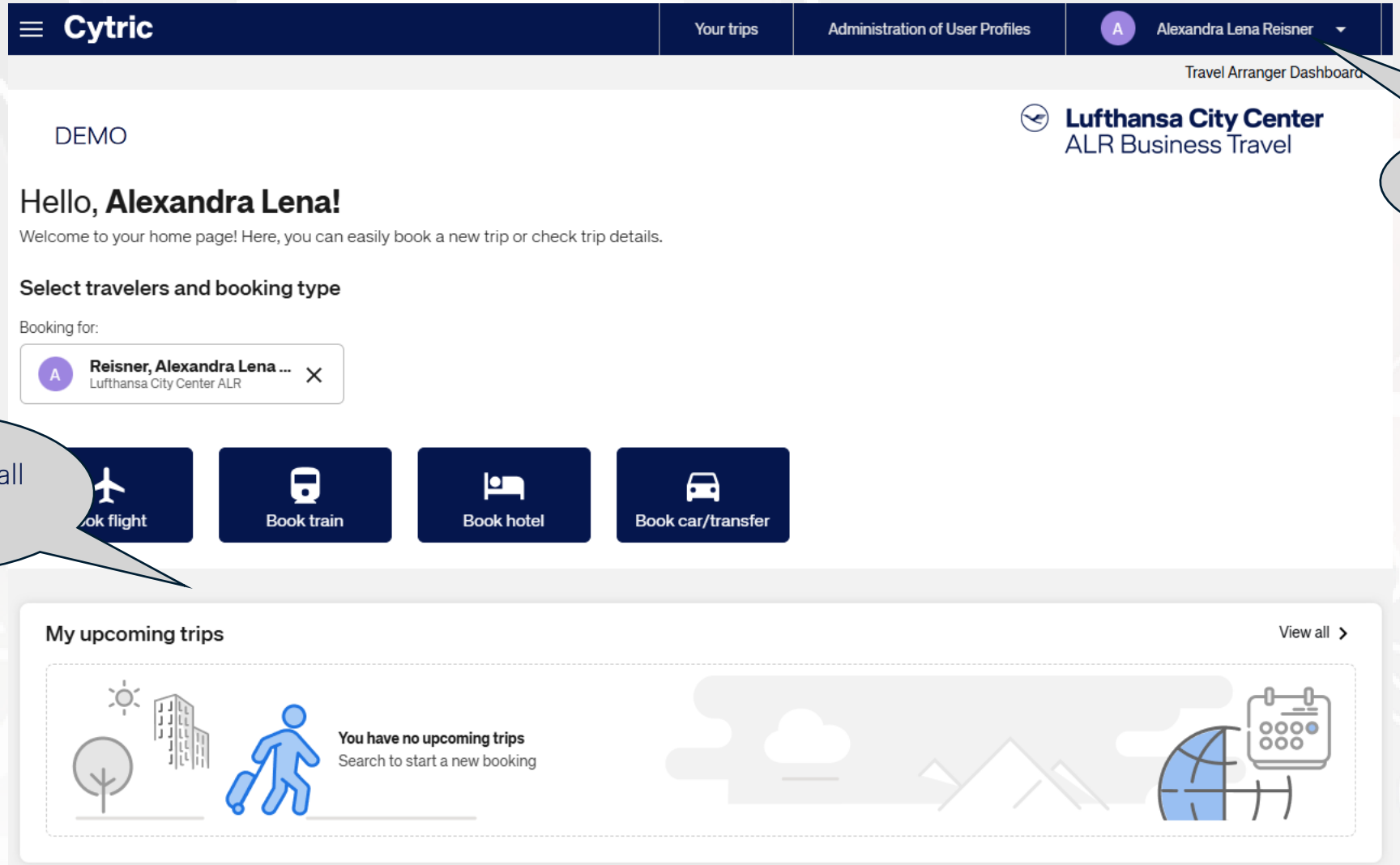
Login, home page, profile management, booking permissions

Login



- Log in on your usual homepage with your access data. The user name is usually your business email address.
- You can generate a new password via „Forgot your password?“. You will then receive a link via email to reset your password.
- After logging in, you will be taken to the home page where you can find your complete booking overview.

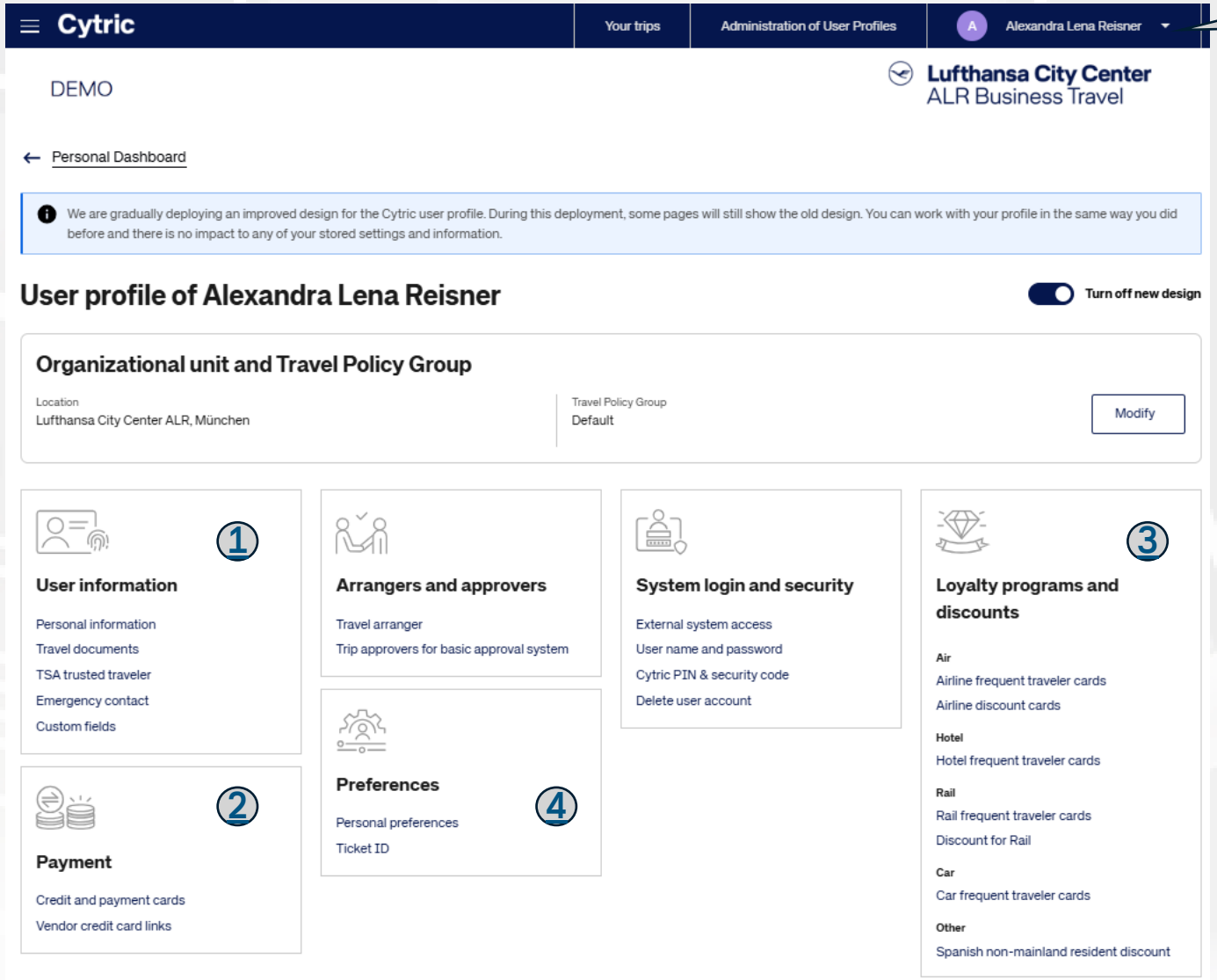
Home page



Access to profile management

Overview of all bookings

Profile management

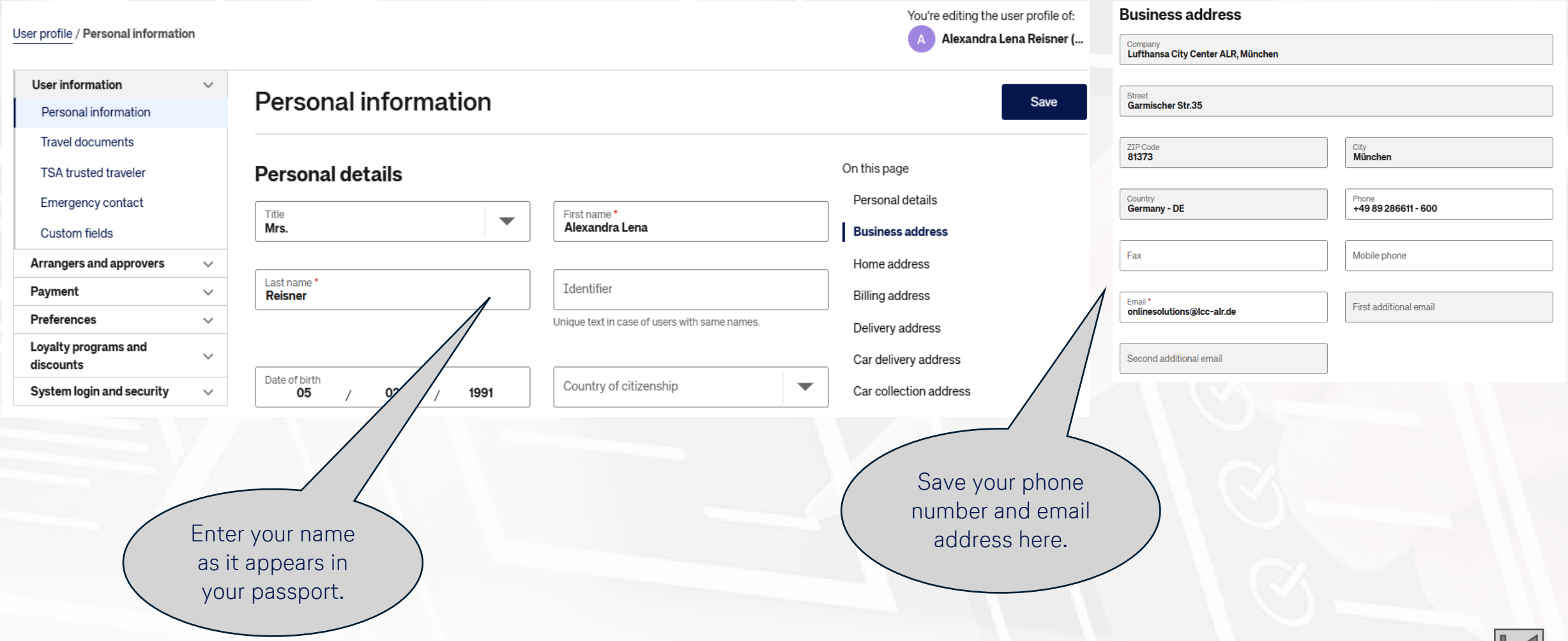


Access to profile management

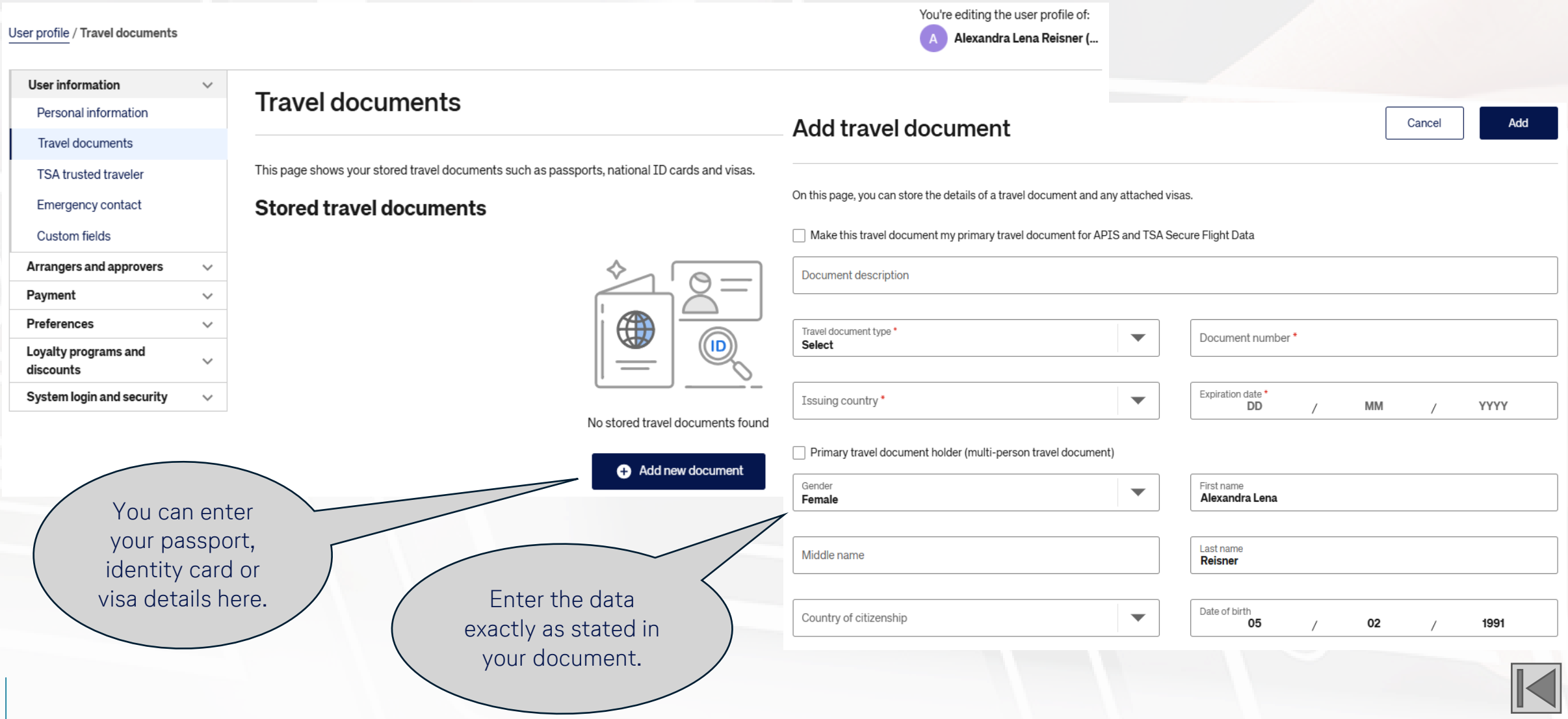
- When you log in for the first time, the system will ask you to update the master data of your user profile.
- Keep passport information, frequent flyer cards, railcards, travel preferences, etc. in your profile up to date so that they can be automatically considered with every booking.
- All mandatory fields are marked with *.

! Please complete any changes to your profile by clicking the save button.

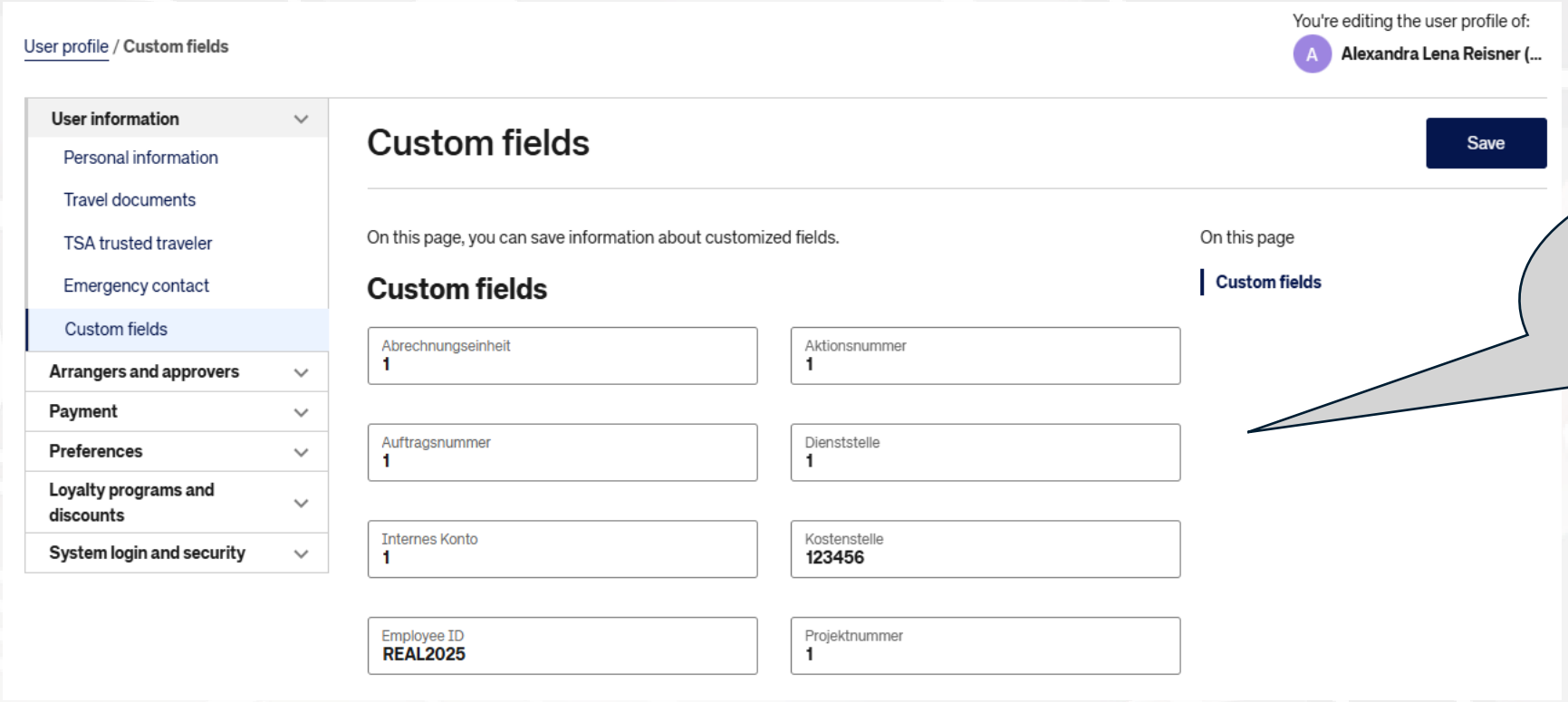
Profile management
1 User information: Personal information



Profile management
1 User information: Travel documents

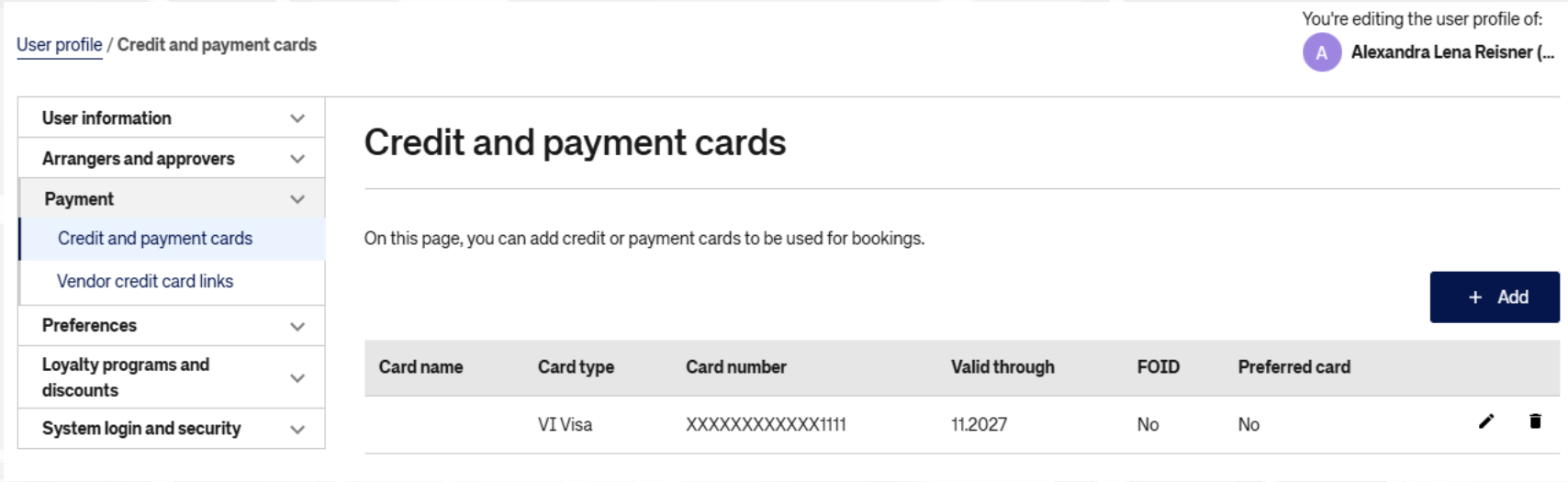


Profile management
1 User information: Custom fields



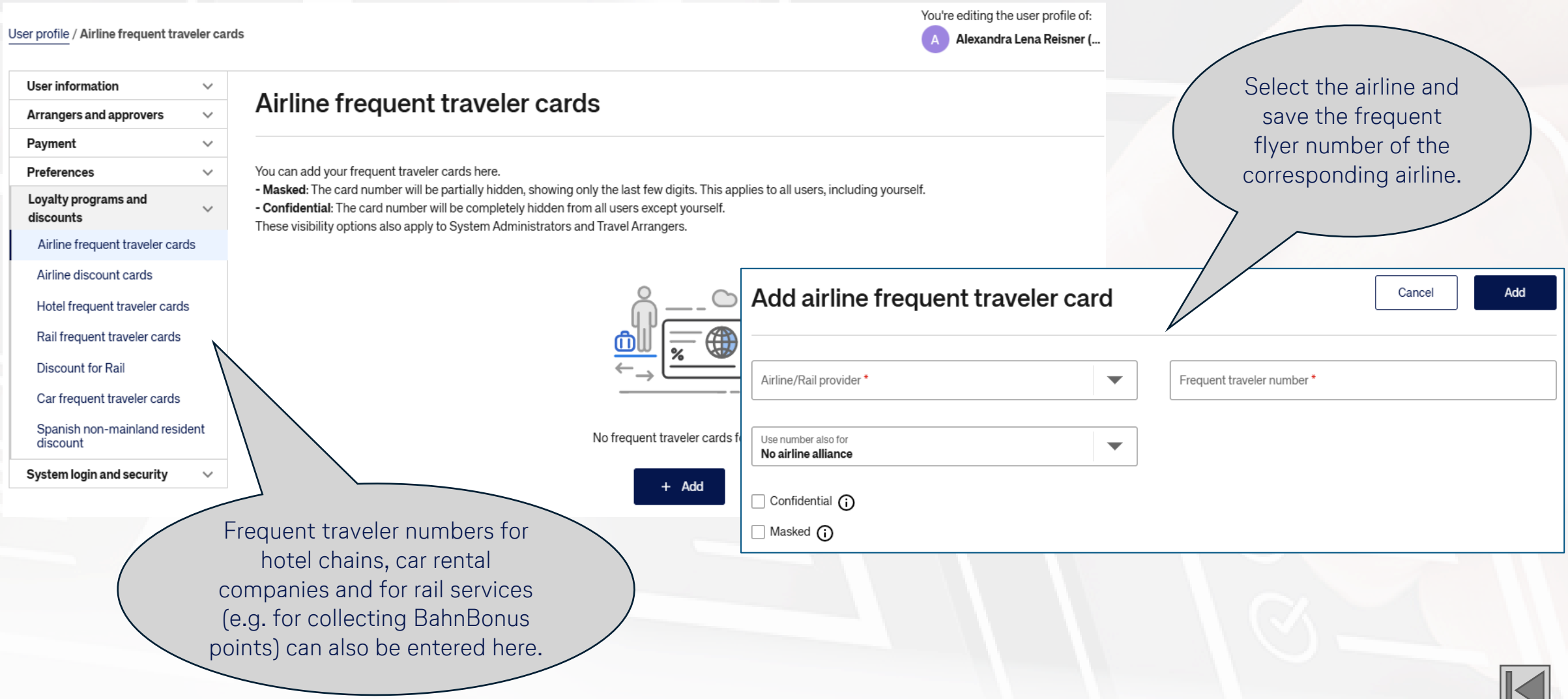
If requested by your company, enter your cost center (or other necessary accounting data) here.

Profile management
2 Payment: Credit and payment cards

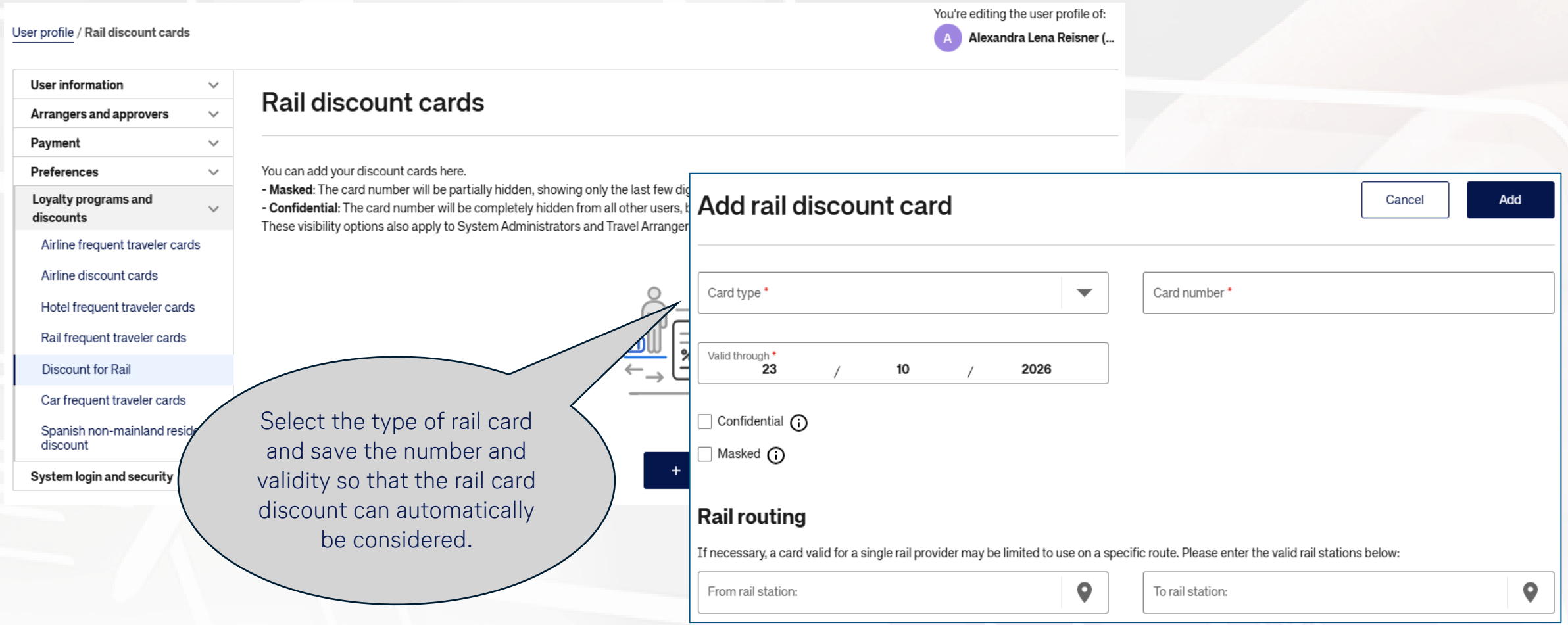


Save your personal credit card here if you want to use it for hotel guarantee.

Profile management
3 Loyalty programs and discounts: Airline frequent traveler cards



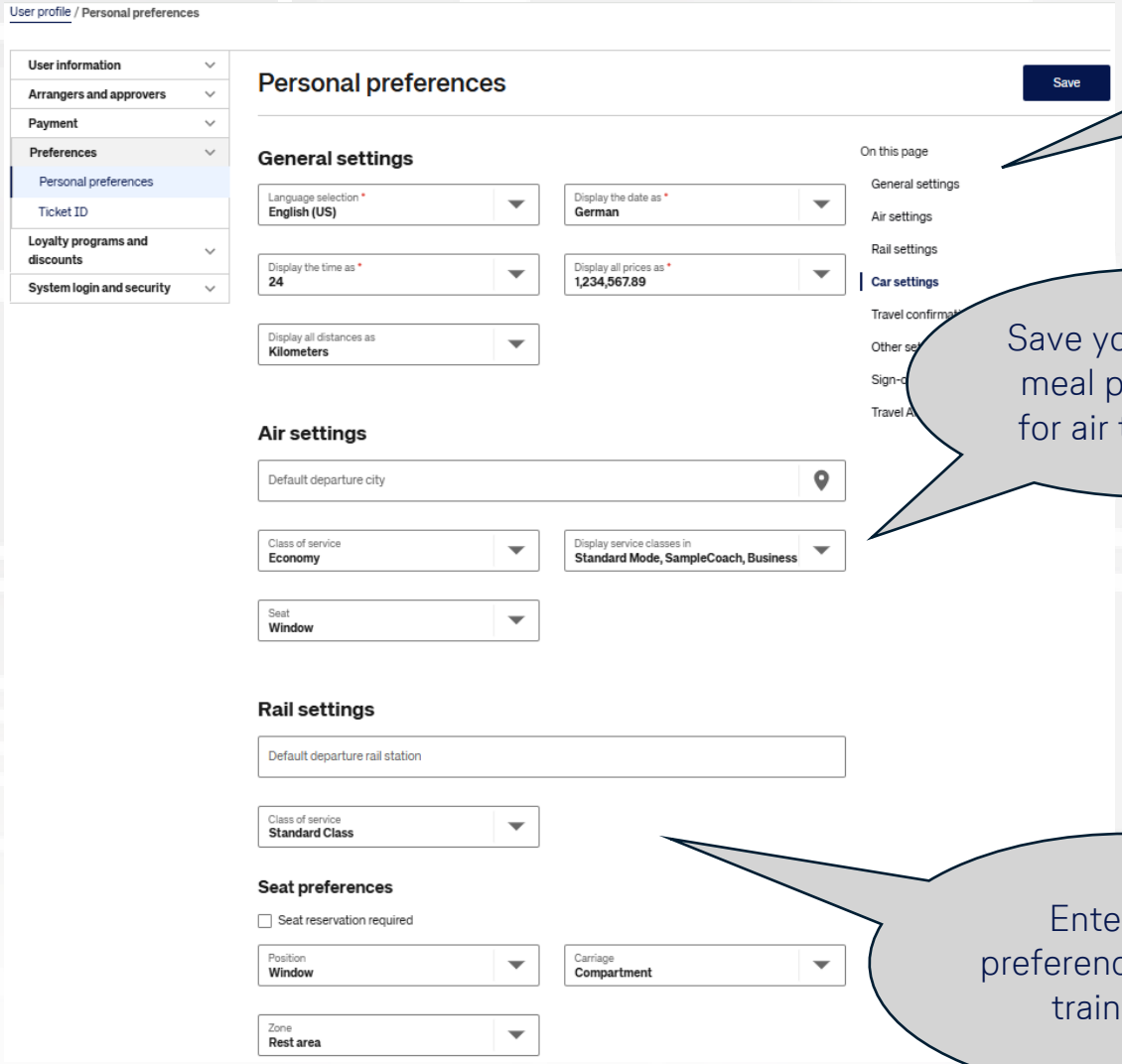
Profile management
3 Loyalty programs and discounts: Discount for Rail



Select the type of rail card and save the number and validity so that the rail card discount can automatically be considered.

! To collect BahnBonus points, please also enter your BahnBonus Number in the “Rail frequent traveler cards” section.

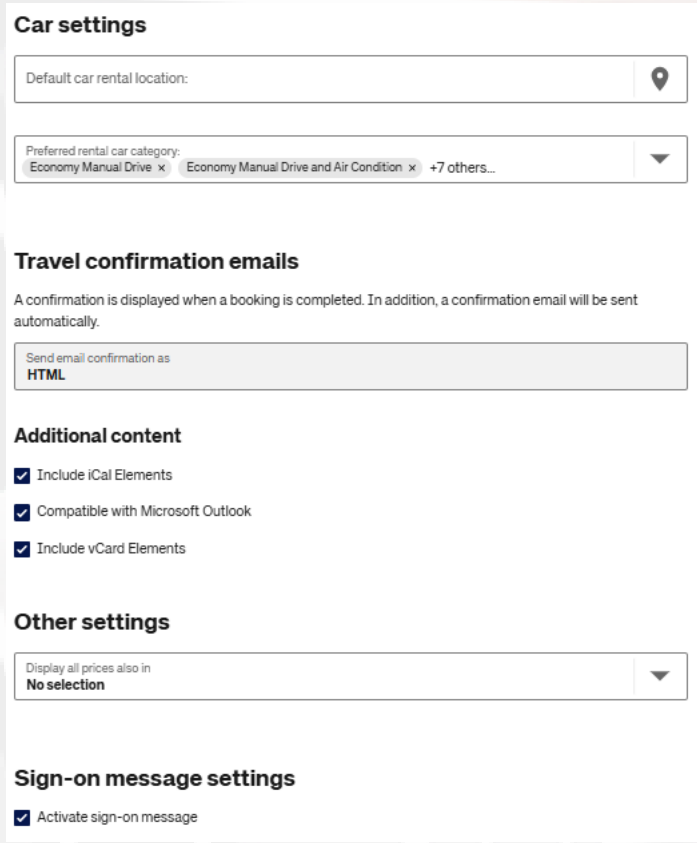
Profile management
4 Preferences: Personal preferences



These information will be – as far as possible – automatically considered when making a reservation.

Save your seat and meal preferences for air travel here.

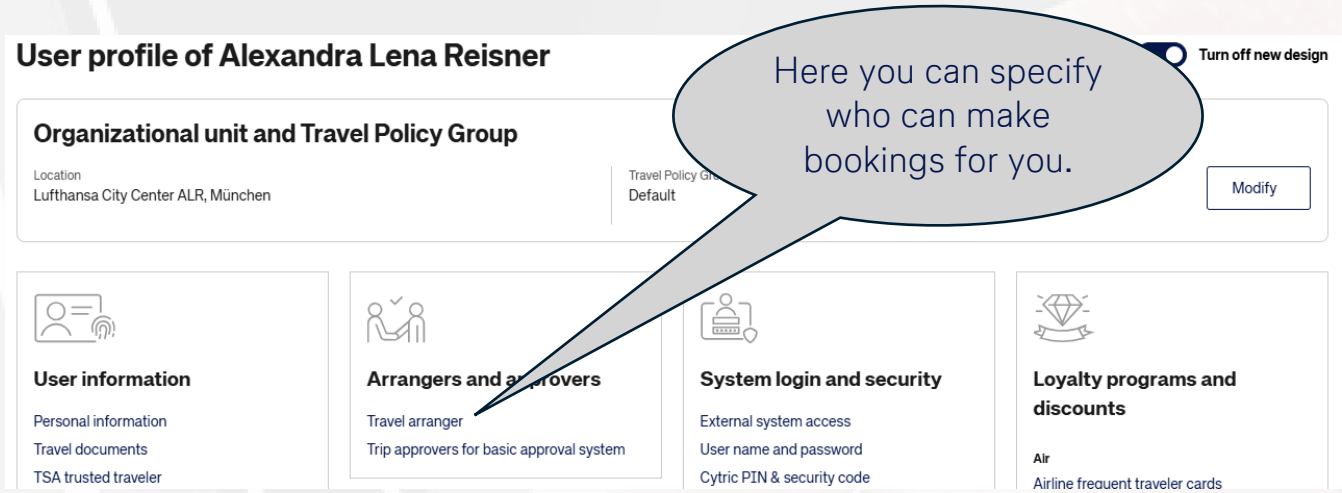
Enter your preferences for the train here.

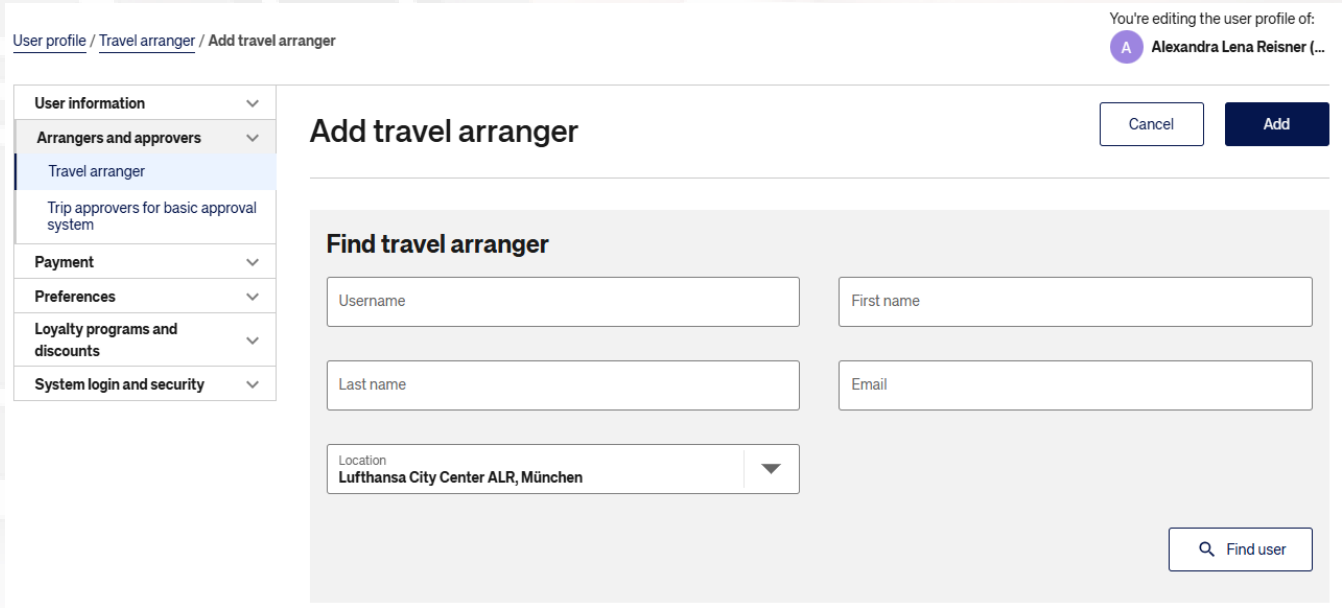


Lufthansa City Center
ALR Travel Group

Booking permissions

- Every user can book trips for themselves
- To define a travel arranger, please enter them under „Arrangers and approvers > Travel arranger“ in your user profile
- You can easily add or remove travel arrangers at any time
- As a travel manager, you have the option to book for all travelers in your company







Lufthansa City Center
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Contact

Contact

Do you have any questions or suggestions regarding Cytric?

The Online Solutions Team is happy to assist you.

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