



BOB ROGERS TRAVEL
Group Travel Specialist

INSTRUCTIONS FOR CREATING YOUR IPS ACCOUNT

BRT is confident in the ease of registration through our IPS system. However, if for any reason, you have any questions or concerns, please feel free to call or email us and we will happy to assist you.

You will need the following items to be able to create your IPS Account.

- An active Credit /Debit/Reloadable Prepaid Card endorsed by Visa, MasterCard or Discover
- An active email account
- Your Trip ID, found on the “Bob Rogers Travel Individual Payment System” page
- Internet access to be able to login to <http://ips.bobrogerstravel.com>

STEP 1:

- You will need to login with your Trip ID (Example - IL000100107)

STEP 2:

- Read Insurance Waiver & Travel Agreement. You will need to check both boxes before continuing with registration.

STEP 3:

- Complete all appropriate fields.
 - Password must be alpha & numeric with a minimum of six characters
 - When choosing your package, students must be placed in quads.

STEP 4:

- After all appropriate information has been supplied, an enrollment email will be sent to the provided address. All future notifications will come via email.
 - If you need to register additional travelers, please login using your email and password, then click on the trip ID and select “Add a Traveler”.
 - Return to <http://ips.bobrogerstravel.com> to review your account and update your payment information.

*Thank you for choosing Bob Rogers Travel –
we look forward to helping you create lasting memories!*



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