

CRUISING POWER REGISTRATION GUIDE

1. Go to www.cruisingpower.com.au
2. Click on 'Create an Account' under the Sign In section.
3. Click on 'Register for Cruising Power'.
4. Select language from drop down menu.
5. Enter agency phone number in the 'Agency Phone Number' field and click on 'Continue'. Please include 061- before entering your agency phone number. For example: 061-0299375400.
6. Click on 'Find Agency'.
7. Review and agree to Terms and Conditions and check the tick box. Then click 'Next, Create Your Agent Profile'.
8. Enter name, create username and click 'Check availability.' Create password, security questions and choose Espresso language, then click 'Next, review and complete your registration'. Follow the guidelines displayed to ensure your username and password meet security requirements.
9. Review all details and click 'Next, complete your registration'.

Once registration is complete, please email tradeau@rcclapac.com and advise you have completed the online registration process. The Trade Support Team will then grant you full agency administrator access and provide email confirmation. Each agency must have one person designated as the agency administrator. This person should be someone in a managerial position and will have the ability to add consultants to the agency account.

The Agency Administrator can then follow the steps below to provide access to individual consultants:

1. Log in as agency administrator and click on 'Manage Profile' in top right corner (next to 'Logout').
2. Click on 'Super User Login'.
3. Enter agency phone number and click 'Continue'.
4. Click the check box before agent name.
5. Click all relevant check boxes for agent (Espresso, Travel Documentation, Insight and Agent Productivity) and click on 'Save Changes'.