

# A Nexion Member's Guide to TLN Agent Profiler Setup & Engagement



# How do I get access to Agent Universe?

- Agent Universe is Travel Leaders Network's member site
- In order to access all TLN tools, you'll need to set up an Agent Profiler profile
- To set up an [Agent Profiler](#) profile [click here](#)
- The **Username and Password** you chose for **Agent Profiler** is the **same** login you will use for [Agent Universe](#). *Note: you **do not** need to complete your Agent Profiler profile in order to access to Agent Universe*

# How Should I Set Up My Agent Profiler Account?

- For the field marked Title: choose Independent Contractor from the dropdown
- Check the box for “Agent is an Independent Contractor” *\*this is a very important step to ensure you have access to Engagement*
- Host Agency Location will always be listed as Nexion’s address. You will enter your location under the Edit IC MKT info
- Security Level should be Agent
- Remember to Save Changes

**My Contact Information**

To make necessary changes below select Save Changes when completed.

Email Address: lauren.harris@nexion.com [Change Password](#)

User Status: Active ▾

\*First Name: Lauren

\*Last Name: Harris

\*Title: Independent Contractor ▾

Agent is Licensed to Sell In Canada

Agent is an Independent Contractor ★

Certified Travel Specialist: Leisure Travel CTS  Date Completed:

Luxury Travel CTS  Date Completed:

Destination Wedding & Honeymoon CTS  Date Completed:

Active & Adventure CTS  Date Completed:

Travel Institute Certification: CTA ▾

Cruise Certification: ▾

\*Phone (xxx-xxx-xxxx): 972-629-4814 Extension:

\*Host Agency Location: Irving - 91439 ▾

Nexion, LLC  
6565 N Macarthur Blvd, Ste 400  
Irving, TX 75039

Security Level: Agent ▾

[Save Changes](#) [Back to Main Profile](#)

# How do I turn on Engagement?

- Log In to Agent Profiler
- On the Home Screen Choose Edit IC Mkt Info

## Agent Details

To edit an agent's contact or specialty information please select the option to edit.



Lauren Harris

[\(Edit Agent Bio\)](#)

Status: UNPUBLISHED

### Contact Info

Nexion, LLC  
6565 N Macarthur Blvd, Ste 400  
Irving, TX 75039  
972-629-4814  
lauren.harris@nexion.com

[\(Edit Contact Info\)](#)

[\(Edit IC Mkt Info\)](#)

## Agent Specialties

**SPECIAL INTERESTS** [\(Edit Interests\)](#)

There are no interests attached to this profile.

**DESTINATIONS** [\(Edit Destinations\)](#)

There are no destinations attached to this profile.

**SUPPLIER PARTNERS** [\(Edit Supplier Partners\)](#)

There are no supplier partners attached to this profile.

## Agent Reviews

No reviews have been submitted for this agent. [\(Go to reviews page\)](#)

## Agent Permissions

Agent has access to the resources listed below. [\(Edit Permissions\)](#)

- Agent Universe
- Engagement for ICs

It may take up to two weeks before you have full access to the Engagement Calendar.

*\*Allow one week for implementation of your Client List after loading data into the Customer Upload tool before gaining full access to Engagement.*

- Customer Upload Tool will be sent by Travel Leaders in a separate email

- Enter all required fields
  - Only enter the information you want your clients to have. If you are home-based you may not want to include your street address

- **Check box: I want to participate in Engagement**
- CRM: For fastest access to Engagement choose option “Other”
  - This will give you access to the Customer Upload Tool (sent in a separate email from TLN)

- Choose desired marketing program types
- You do not have the ability to check the Email box but you will have access to email promos

*Note: You may only sign up for eEngagement IF you have an Agent Profiler profile PUBLISHED*

## Travel Leaders Engagement

Welcome to the Engagement program and congratulations on the decision to take your business to the next level. Travel Leaders Engagement is your portal to world-class marketing tactics, all personalized with your name and contact information. Best of all, the sophisticated and easy-to-use program allows you complete management of your own client list and marketing plan in order to match the right messages to the right traveler at the right time.

Engagement is also your connection to the ever-growing list of benefits you'll enjoy by being a part of the Travel Leaders family, providing you with the programs, tools and knowledge to sell more of what you enjoy and to earn more. Welcome!

Please provide your contact information below. **This information will be viewed by your customers and used in your marketing tactics.** If you choose not to provide contact information, your marketing tactics will reference your host agency's contact details.

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\*Business Name:

Business Address 1:

Address 2:

\*City, State, Zip:

Web Site:  (Ex: www.yourwebsite.com)

Seller ID (CST):

Primary Phone: 972-629-4814 ([Edit](#))

Customer Contact Phone: 972-629-4814 ([Edit](#))

I want to participate in Engagement

What Customer Relationship Management (CRM) are you using?

- If you have customers stored in a spreadsheet, address book or any other system, select Other.
- If you have ClientBase subscription and store your customer data within this tool, select ClientBase.
- If you have access to AgentMate and store your customer data within this tool, select AgentMate.

### Marketing Programs

Below are the marketing programs in which your host agency participates. By selecting the checkbox(es) below, you'll have the ability to customize these marketing tactics for your clients.

Direct Mail  Postcards

Email