

Open Enrollment Process

How do I access my Rearden Personal Assistant:

If you **have an existing profile with Blue Ribbon Travel**, you have automatically been pre-registered for the Rearden Personal Assistant and will receive an activation email.

1. When you receive your activation email from Rearden Commerce, simply click on the “Activate Your Account” button.
2. On the activation webpage, you will be prompted to create your own unique password
3. Your personal assistant is now ready to serve! You can immediately start booking services or take a moment to complete your profile and set your preferences.

If you are a **new employee** or **have not previously completed a profile with Blue Ribbon Travel**, please complete Open Enrollment:

1. Open a web browser and navigate to <https://<<companyname>>-brt.reardencommerce.com>
2. Click the “Create New Account” link
3. Complete the Open Enrollment process, which walks you through building your Travel Profile.

What if I didn't receive my activation email?

First, check your junk/spam folder, many times reardencommerce.com emails are initially sorted as junk mail.

If you still do not see the activation email, follow the steps below:

1. Open a web browser and navigate to <https://<<companyname>>-brt.reardencommerce.com>
2. Click “Forgot Your Username or Password” link
3. Enter your corporate email address and click submit button
4. You will receive an activation email in your inbox

How do I get help?

For questions or support contact – Online Support Desk at Blue Ribbon Travel

Email: onlinesupport@blueribbontravel.com

Phone: 952-835-2724 or 800-626-5309

Hours: Monday – Friday 8:00am – 5:00pm CST