How to Upload Your Travel Documents

Use these steps to upload your passport, flight itinerary, travel insurance and other documents requested for your trip through WeTravel.

Look for the orange box in each picture. It shows exactly where to click.

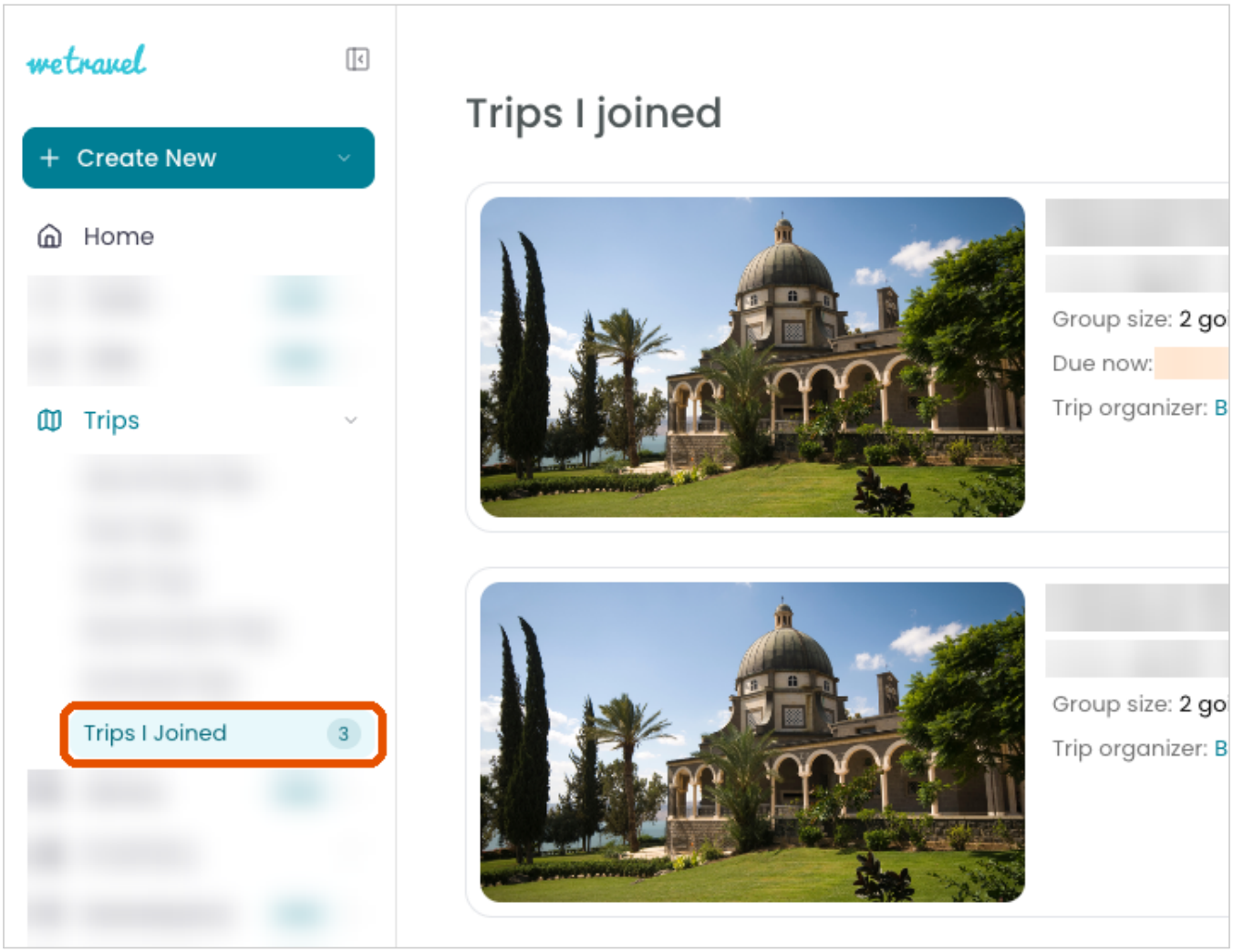
Step 1: Sign in to WeTravel

Go to **wetravel.com** and click **Sign In** at the top right. Enter the **email address of the person who registered for the trip** (the booking party) and click **Next**. Then follow the prompts to finish signing in, using your password or the code WeTravel emails you. If that email is a Gmail address, you can also click **Continue with Google**.

Your username is always the email used to register. The person who booked is the booking party, and everyone on that booking is managed from their account. If someone else registered you, sign in with **their** email address, or ask them to complete this step for you. Can't remember which email was used? Check for your WeTravel booking confirmation email, or call our office.

Step 2: Go to “Trips I Joined”

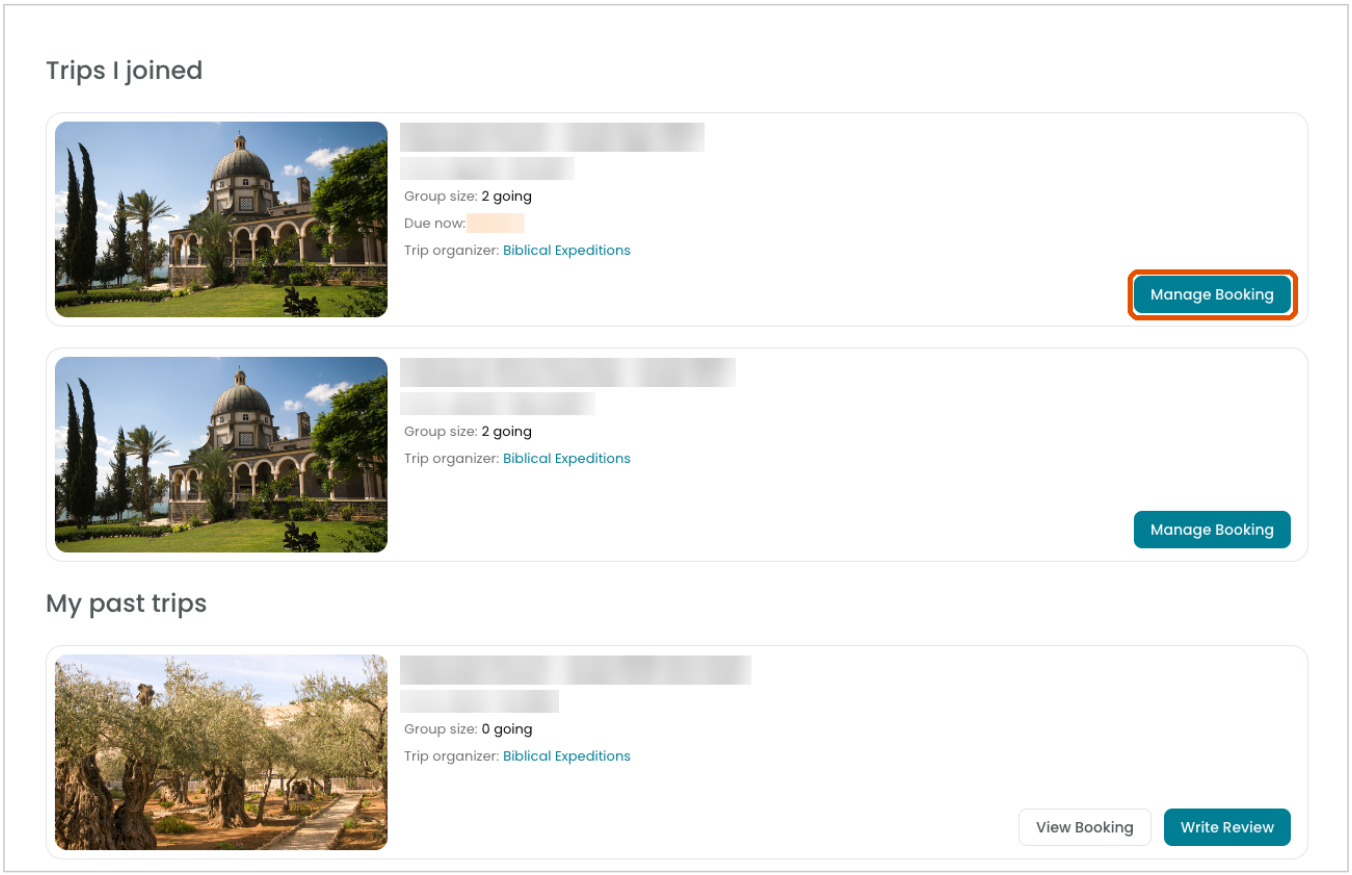
Once you're signed in, look at the menu on the left side of the screen. Click **Trips**, then click **Trips I Joined** just below it.



On a phone, tap the menu icon at the top of the screen to open this menu. Your menu may show fewer items than the picture; just look for **Trips I Joined**.

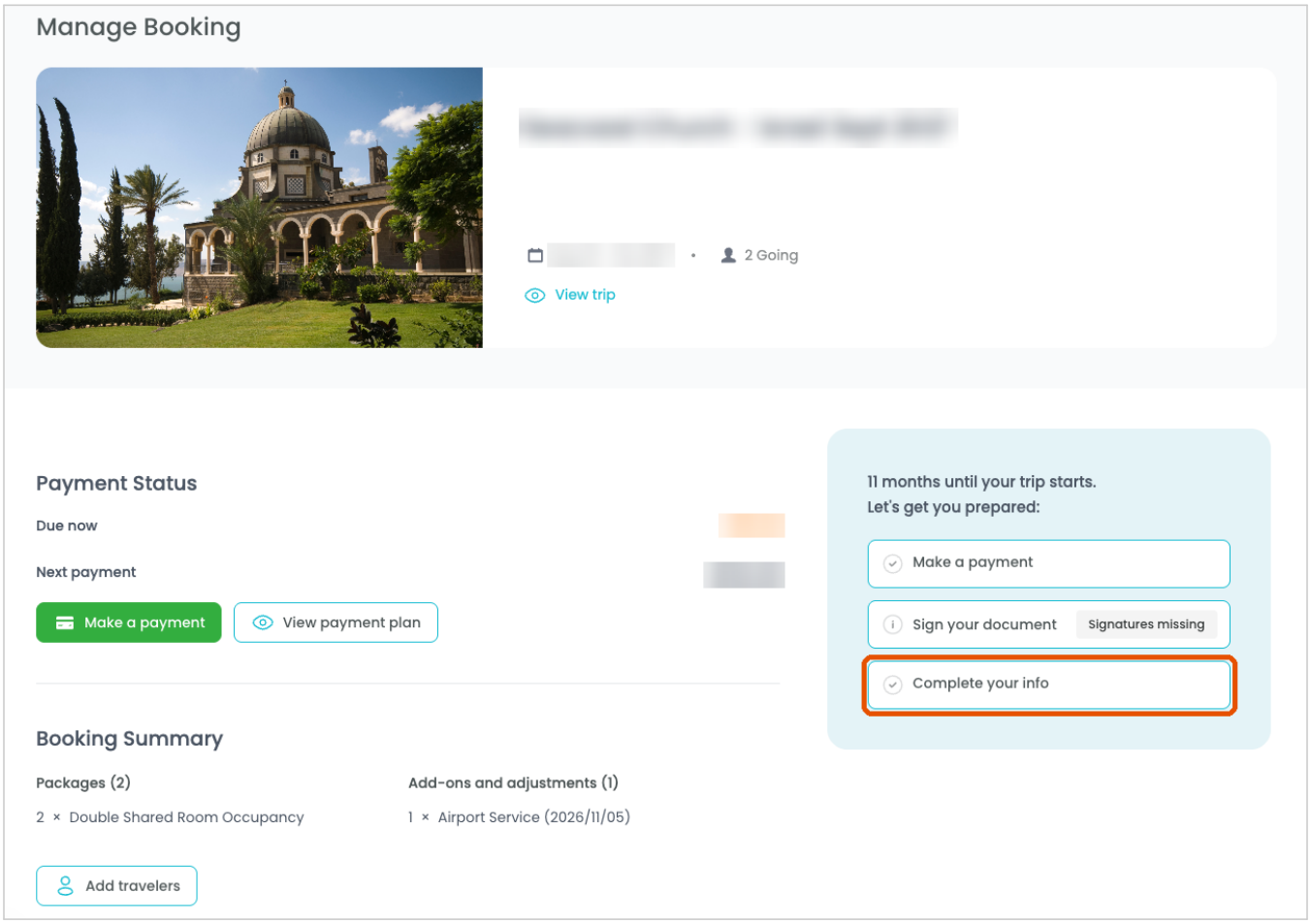
Step 3: Click “Manage Booking” on your trip

Your trips are listed here. Find the trip you're going on and click **Manage Booking**.



Step 4: Click “Complete your info”

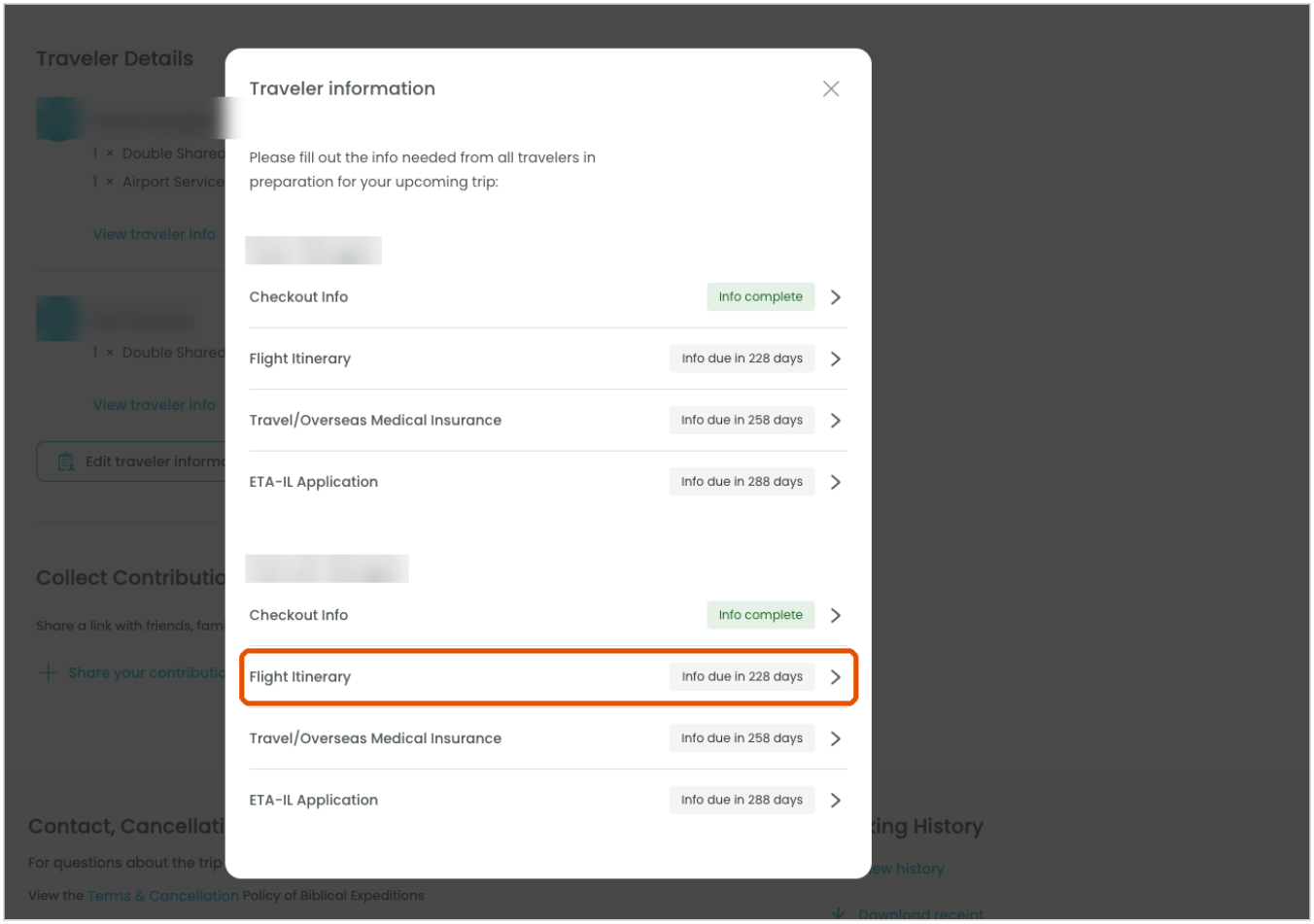
On your booking page, look for the **Let's get you prepared** box on the right and click **Complete your info**.



You can also scroll down to **Traveler Details** and click **Edit traveler information**. It opens the same window.

Step 5: Choose the document to upload

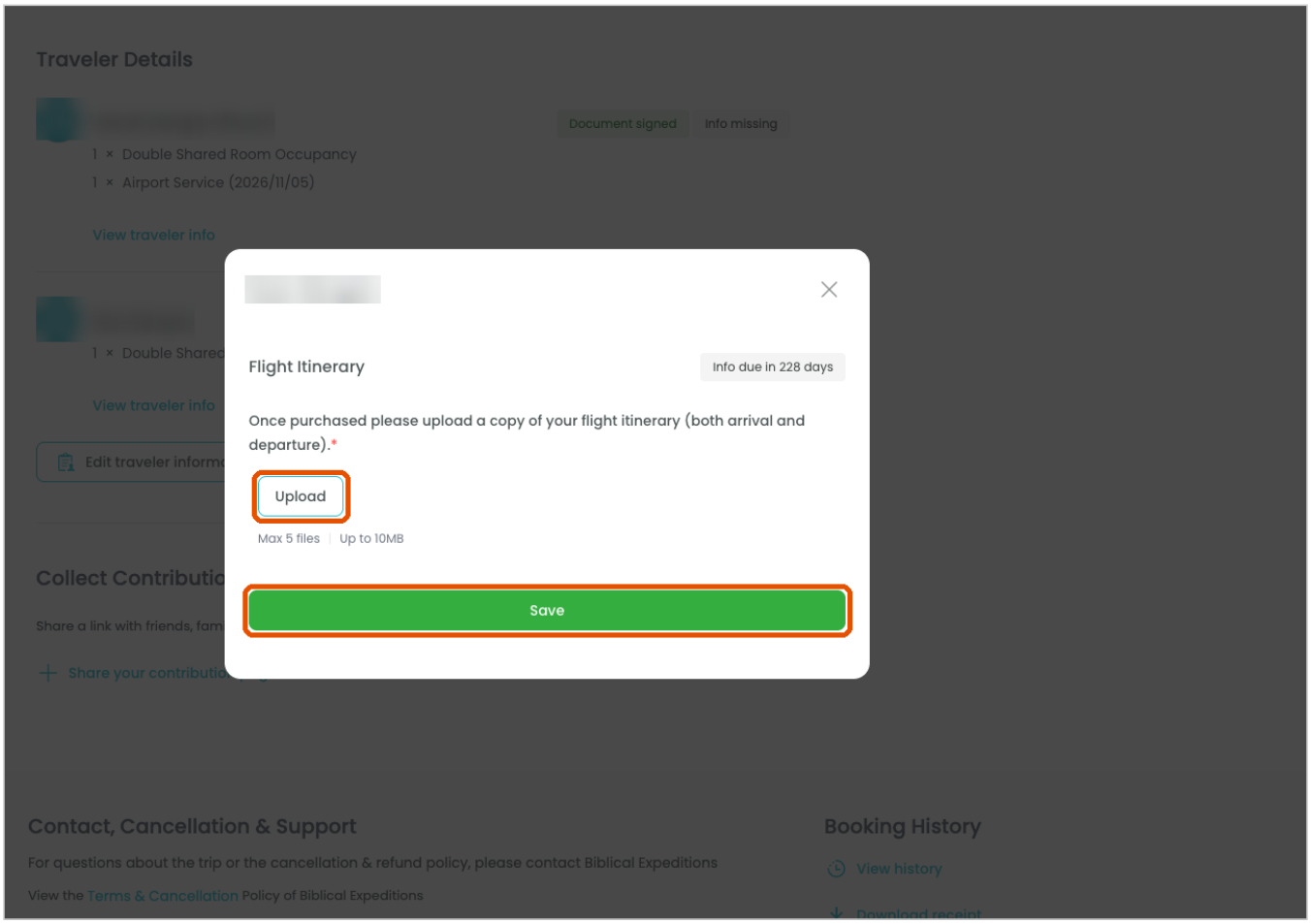
A list of everything we need appears, grouped by traveler. Find **your own name**, then click the item you want to upload, such as **Flight Itinerary**, **Travel/Overseas Medical Insurance** or **ETA-IL Application**. Each item shows how many days you have left before it's due.



If you booked for more than one person, each traveler has their own list. Upload each person's documents under their name.

Step 6: Upload your file and click Save

Click **Upload** and choose the file from your computer or phone. You can add up to **5 files**, each up to **10MB**. PDFs and photos both work. When your file appears, click the green **Save** button.



Don't forget to click Save. Your document isn't sent to us until you do. Once saved, that item changes to **Info complete**. Repeat Steps 3 and 4 for each remaining document.

Tips for good uploads

- **Passport:** upload a clear photo or scan of the photo page with all four corners visible and no glare.
- **Flight itinerary:** include both your arrival and departure flights.
- **File too big?** Take the photo again at a lower resolution, or save the document as a PDF.

Still stuck? Reply to your trip emails or call our office at 417.408.8511 and we'll walk you through it.