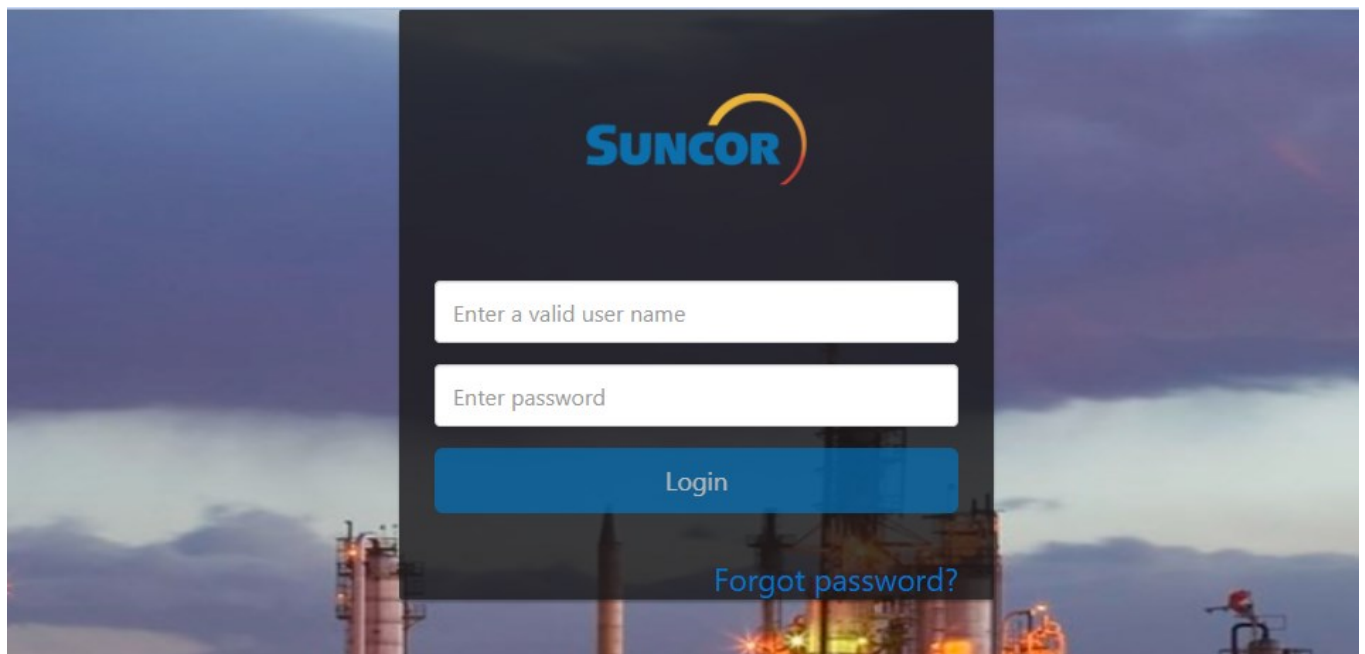


How to complete the Annual Suncor R&R Renewal online through the Travel Portal Website – 5 Easy Steps.

Please contact your Travel Coordinator to have the account unlocked if it is locked, or change the password to sign your R&R.

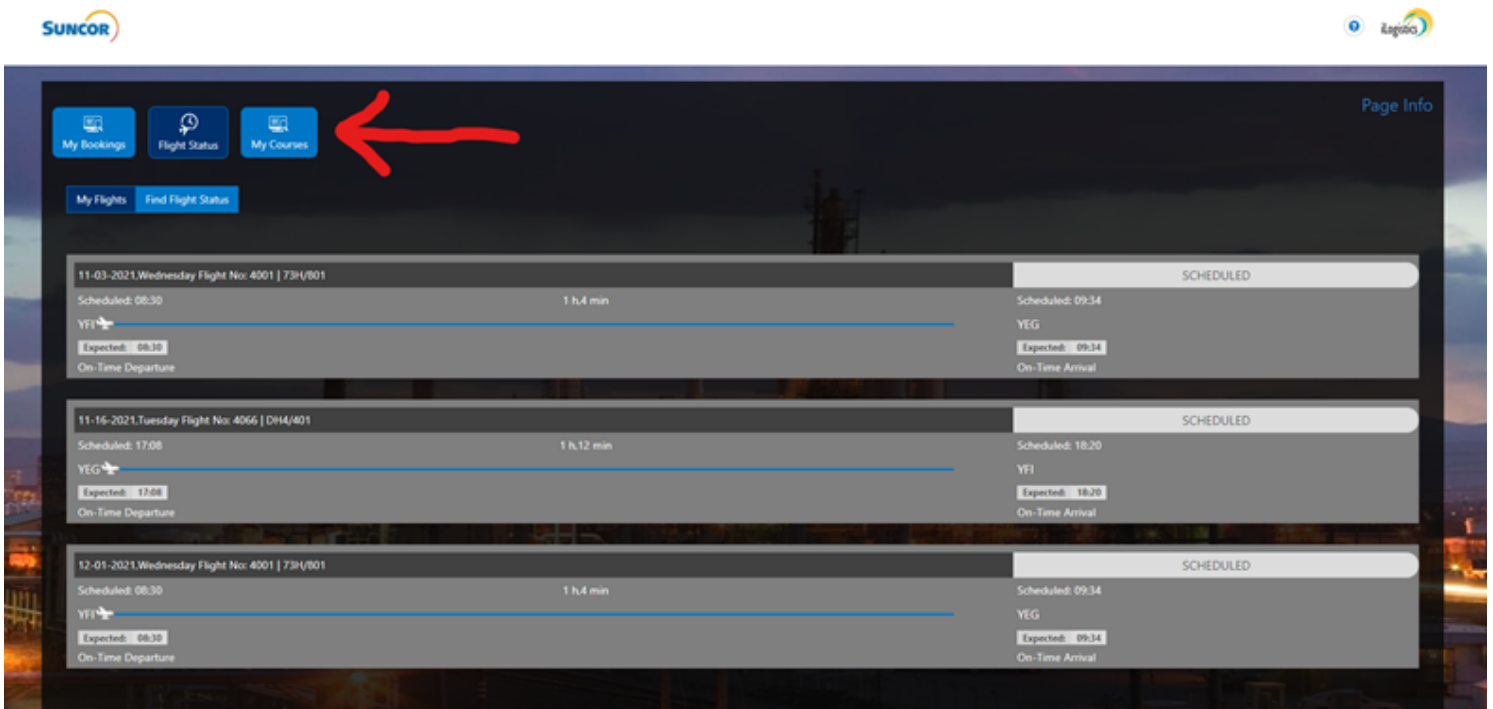
Here is how you can renew your Rules & Regulations online (Valid for 365 days):

On a phone, laptop, or desktop access the travel portal website: [Travel Portal](#)

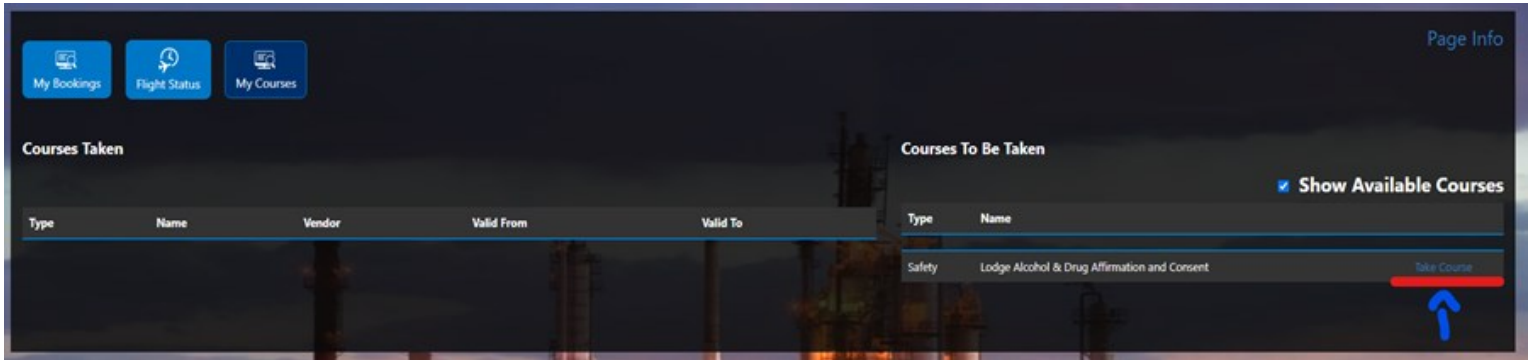


1. Enter your Username & Password, and log in. If you are unsure, send us Email and we will let you know your log in information.

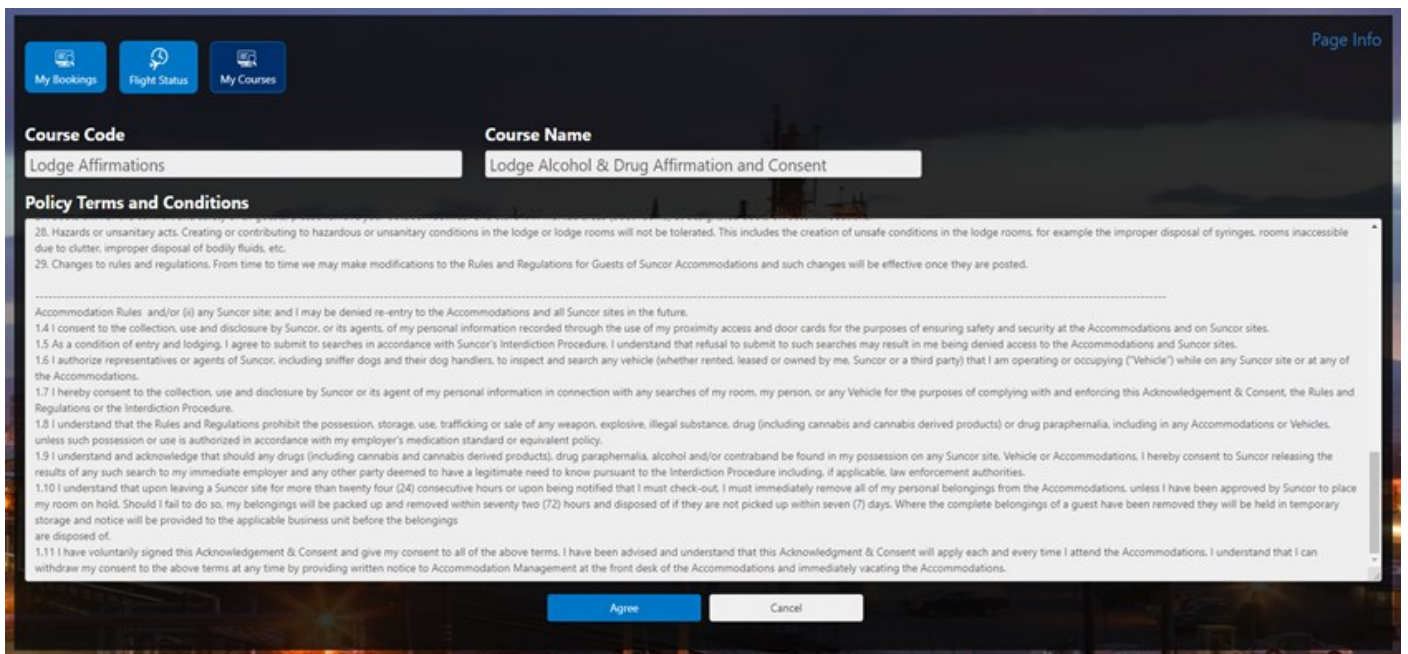
2. Click on “My Courses” at the top of the first page, it should look like this:



3. The page will open and show you that you have an expired course, and it needs to be taken. You'll see it here:



4. Then you will need to read and agree to the *Lodge Alcohol & Drug Affirmation and Consent* by clicking agree on the bottom.



5. Once agreed, a green pop up should show saying “Course taken successfully”.

Congratulations! You have signed the Rules & Regulations for the next year (365 days).

We thank you for taking the few minutes to do this as it benefits you, us, and the planet by reducing the paper we need by printing every week.

If you are having trouble with accessing the website, please stop in our office and or ask your travel coordinator for assistance with getting onto the webpage.

Note: The rules & regulations form being a legal binding agreement, we cannot do it for you and can only assist to the webpage.