CORPORATE TRAVELLER™

Client Onboarding Checklist

Your step-by-step guide with Corporate Traveller

1. Pick your onboarding style

Melon Recommended (Fast-Track)
- One quick kickoff meeting
- Faster launch timeline
- Standard setup with a bit of flexibility

Melon Your Way (Tailored)
- Discovery call to dive deeper
- Fully customized setup
- Extra touchpoints for added insights

2. Set up for success
- Configure your platform
- Upload traveller profiles & travel policies
- Complete training sessions

3. Enter "Hypercare" (30–60 days)
- Hands-on support & regular check-ins
- Monitor adoption and usage
- Fast resolution for any questions
- Final setup review

4. Transition smoothly to Customer Success
- Ready to go live
- Dedicated, ongoing support team
- You're all set—time to maximize travel savings!