

# How to process recertification

1. Go to [www.iatan.org](http://www.iatan.org)

The screenshot shows the IATAN website homepage. At the top right, there is a yellow button labeled "ONLINE SERVICE LOGIN". Below this is a blue navigation bar with the IATAN logo on the left and menu items: "ABOUT US", "SERVICES", and "ACCREDITATION". A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a large image of a coastal town with a temple. To the right of the image, the heading "Our mission" is followed by the text: "IATAN's mission is to promote professionalism, administer meaningful and impartial business standards, and provide cost-effective products and services that benefit the travel industry based in the United States." Below this text is a green button labeled "MISSION".

Below the mission statement, there is a blue banner with three statistics:

- 19,660 Accredited agencies
- 168,444 Registered agents
- 92,828 ID Card holders

At the bottom of the banner, there are two buttons: "Get IATAN Accreditation" and "IATA/IATAN ID Card".

2. Log in using your credentials:

The screenshot shows the IATAN login form. At the top left is the IATAN logo. Below it is a form with the following fields:

- PRIN or VER #:
- Password:

Below the password field is a "»Login" button. At the bottom of the form, there are two links:

- > [First Time User](#)
- > [Forgot Your Password?](#)

3. Click on process recertification and follow the instructions on the screen.

Agency's Personnel List is due to expire or has expired. Owner, Manager or Administrator, process Agency Recertification Package now by using Process Recert option on the left side menu.

**Employee Profile:**

Personal details [\[Hide\]](#)

Name: [Redacted]  
PRN: [Redacted]  
Email (Personal): [Redacted]  
Courses: [Redacted]  
Picture Date: 01/10/2018

Registration details [\[View\]](#)

Agency's details [\[View\]](#)

**Agency Profile**  
Please scroll mouse over menu options on left - for a description of process.

- Manage Employee ID Cards
  - Process Recertification**
  - Update Agency Info
  - Register Employee
  - Pay Annual Service Fee
  - Purchase Certificate
- Employee Termination
  - Assign Admin Rights
  - Pay Application Fee
  - Request Agency Personnel List
  - Download IATAN Logo
- Logout

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4. Click on your IATA number

Agency's Personnel List is due to expire or has expired. Owner, Manager or Administrator, process Agency Recertification Package now by using Process Recert option on the left side menu.

Please Click on the IATA number you wish to process

IATACODE	DBA NAME	LOCATION TYPE	CITY	STATE	RECERT EXPIRY
[Redacted]	[Redacted]	HO	PORTLAND	OR	2020/01/31

**Agency Profile**  
Please scroll mouse over menu options on left - for a description of process.

- Manage Employee ID Cards
  - Process Recertification**
  - Update Agency Info
  - Register Employee
  - Pay Annual Service Fee
  - Purchase Certificate
- Employee Termination
  - Assign Admin Rights
  - Pay Application Fee
  - Request Agency Personnel List
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5. Verify the information on the screen and at the bottom right answer accordingly:

a. If you made changes, please click on update agency info after making the changes

Check I agree and hit confirm agency info to complete the recertification process

**Confirm Agency Info for**

Reservation System:

DBA [Doing Business As]:

Home Based

QTA Prin:

QTA Name:

QMP Prin:

QMP Name:

Telephone:

Fax:

Email:

Web Address:

The Applicant certifies the following:  
I am the owner/manager of this location. I certify that the Location and Personnel Data are true and correct or that any

I agree. 1

2

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b. If you did not make any changes, please Check I agree and hit confirm recertification to complete the recertification process

Agency's Personnel List is due to expire or has expired. Owner, Manager or Administrator, process Agency Recertification Package now by using Process Recert option on the IATA menu.

**IATAN**

Signed in:

Agent Profile  
[View Profile](#)  
[Update Personal E-mail](#)  
[Change Password](#)

Agency Profile  
Please scroll mouse over menu options on left - for a description of process.

Manage Employee ID Cards  
[Process Recertification](#)  
[Update Agency Info](#)  
[Register Employee](#)  
[Purchase Certificate](#)

[Employee Termination](#)  
[Assign Admin Rights](#)  
[Pay Application Fee](#)  
[Request Agency Personnel List](#)

[Logout](#)

**Confirm Recertification for**

IATA Code:

Agency Name:

DBA [Doing Business As]:

Type:

Reservation System:

QTA Name:

QMP Name:

Address:

Telephone:

Fax:

Email:

Web Address:

The Applicant certifies the following:  
I am the owner/manager of this location. I certify that the Location and Personnel Data are true and correct or that any

I agree. 1

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