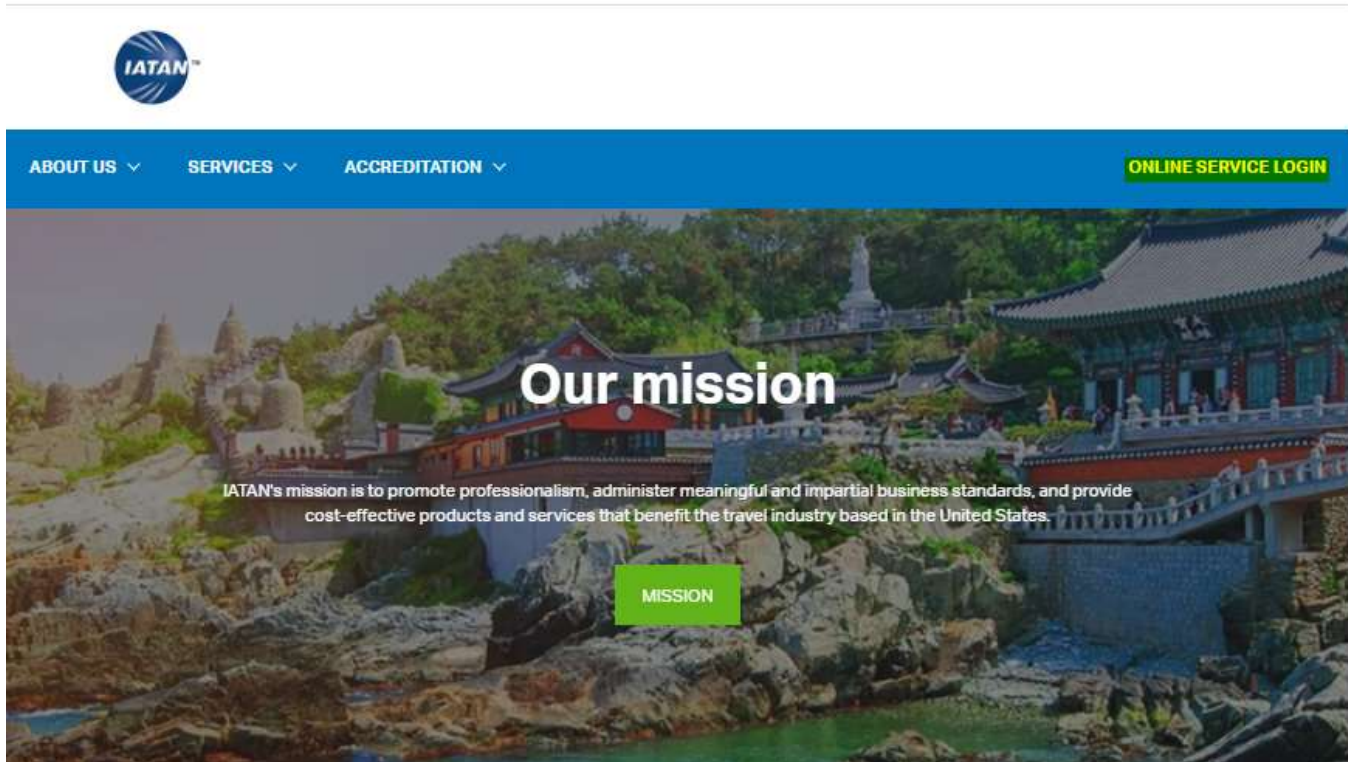


HOW TO ORDER YOUR ID CARD

1. Go to www.iatan.org



2. Log in using your credentials

A screenshot of the IATAN login form. At the top left is the IATAN logo. Below it is a light purple login box containing two input fields: 'PRIN or VER #' and 'Password:'. Below the input fields is a button labeled 'Login'. Below the login box are two links: '> First Time User' and '> Forgot Your Password?'. The form is set against a white background with a light purple border.

3. Click on new or renew ID Card and follow the instructions on the screen:



Employee Profile: [Redacted]



Signed in : [Redacted]

Agent Profile

- > View Profile
- > Update Personal E-mail
- > Change Password

- > New ID Card
- > Renew ID Card
- > Reissue ID Card
- > Replace ID Card

Agency Profile

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

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

Name:

PRIN:

Email
[Personal]:

Courses:

Picture Date:

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

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

[Privacy Policy](#) : [Contact Us](#)

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4. Check the details, then Please Check I read everything and continue...

Agency Name: [Redacted]

DBA [Doing Business As]: [Redacted]

IATA Code: [Redacted]

Please upload a digital photo that meets the following criteria:

- Image size must be less than 150 kilo bytes
- Image dimensions must be at least 270 pixels width by 330 pixels height
- Format must be .JPG at 300 dpi resolution
- Black and white photos are unacceptable
- The face and shoulders of image must be centered in the photo
- Must be a professional photo, taken against a plain, uniform, white or light-colored background

Sample



Please click on "Continue" if you are satisfied with the current photo. If you are not satisfied with the current photo simply upload a new image.

File to upload: No file chosen





The sample ID card displays the following information: IATAN logo, NAME OF AGENCY, CITY ST US, 00-0 0000 0, JANE DOE, VER# 0000000000, 0000/00 00/0000, and a photo of an agent.

5. Please select the type of shipping (regular or expedited and continue...

This product is non-refundable. Please review your information, any changes required must be done prior to the ID card request. If there are changes to be made please visit our website at www.iatan.org, to retrieve the IATAN Travel Professional Profile form by going to Travel Professionals and clicking on Forms. Once completed forward to IATAN for processing.

Agency Name:	
DBA [Doing Business As]:	
IATA Code:	
Position:	
Duty:	
Hours:	
ID Card Expiry Date:	
Picture Date:	
Mail To: Address used for regular ID Card delivery only	

Allow 10 business days delivery time for regular mail and 4 business days for expedite courier service.




Please select the ID Card duration with or without expedite service:

- XJ4 - AA EXTRANET RENEW CARD COURIER EXPEDITE - \$55.00
 JE4 - AA EXTRANET RENEW CARD - \$35.00

»Continue



6. Select the type of credit card, enter the credit card info and continue...

<input type="radio"/>  A - American Express	<input type="radio"/>  M - MasterCard	<input checked="" type="radio"/>  V - Visa
Card number:	<input type="text"/>	
Card Security Code:	<input type="text"/> What's this?	
Name on card:	<input type="text"/> (please enter the first and last name only)	
Expiry date:	<input type="text"/> (format MMY)	
<input type="button" value="»Back"/>	<input type="button" value="»Continue"/>	
Note: If paying by Visa or MasterCard, your bank may include a foreign transaction fee as payments to IATAN are processed in Canada		

7. Verify the credit card information and hit confirm payment to renew the ID Card. You will be receiving the confirmation email shortly