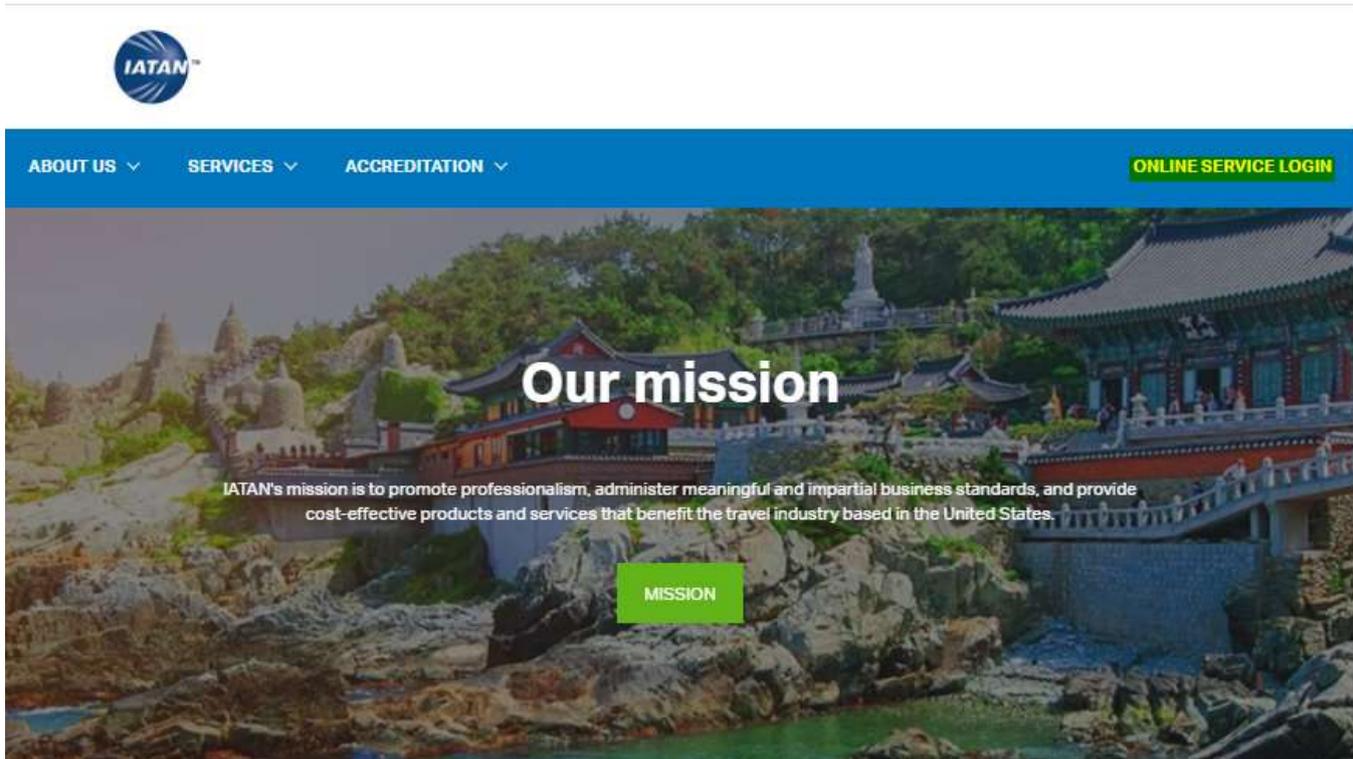


How to process recertification

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 password field is a button labeled 'Login'. Underneath the login box are two links: 'First Time User' and 'Forgot Your Password?'. The entire form area is enclosed in a light blue border.

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.

- View Profile
- Update Personal E-mail
- Change Password
- New ID Card
- Renew ID Card
- Release ID Card
- Replace ID Card

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

- 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

Signed in :

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Agent Profile

- View Profile
- Update Personal E-mail
- Change Password
- New ID Card
- Renew ID Card
- Release ID Card
- Replace ID Card

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

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

2

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