How to process recertification

1. Go to <u>www.iatan.org</u>



2. Log in using your credentials



First Time User
Forgot Your Password?

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

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IATAN	Deracutal datails	listed				
		inver)				
	PG	Name:				
Signed in :		Email IPersonally				
		Courses:				
		Picture Date:	01/10/2018			
Agent Profile						
New Profile						
Jpdate Personal E-mail Change Password	Registration details	[View]				
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4. Click on your IATA number

	Please Click on the IATA numb	Agency's Personnel List is due to expire or	has expired. Owner, Manager or Administrators, p	FAT Agency Recertification Pa	ckage now by using Process	Recert option on the left side menu.
IATAN"	IATACODE	DBA NAME	LOCATION TYPE	CITY	STATE	RECERT EXPIRY
			но	PORTLAND	OR	2020/01/21
Sioned in :	Privacy Policy Contact Us Copyright 72019 International Air Transpor	(Association, All rights reserved.				
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.	+					
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						

5. Verify the information on the screen and at the bottom right answer accordingly:

	Process Recertification for	
ATANE		
111	Location Summary	
Le	IATA Code:	
	Agency Name:	
Sinned in -	DBA (Doing Business As):	
	Type:	
	Mecertification expiry date:	
Agent Profile	GIA Name:	
ew Profile	Sent House	
Ipdate Personal E-mail hange Password	Primary Contact Information	
ew ID Card enew ID Card eissue ID Card eissue ID Card	Address:	
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enu options on left - for a description of process.	E-mail:	
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ocess Recertification pdate Agency Info		
y Annual Service Fee		
archase Certificate	Esit	Do You Wish To Make Any Changes Yes No
nployee Termination ssign Admin Rights ry Application Fee rouest Apency Personnel		
4	Conversity 22019 International Bir Transport Association All rights reserved	

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

Update Agency Info for	
Reservation System:	T
DBA [Doing Business As]:	
Home Based:	T
QTA Prin:	
QMP Prin:	
Telephone:	*
Fax:	
Email:	(please enter in lower case)
Web Address:	
	Back Exit Pupdate Agency Info

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

Confirm Agency into for	
Reservation System:	
DBA [Doing Business As]:	
Home Based	
QTA Prin:	*
QTA Name:	Ť
OMP Prin:	
OMP 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	Tagree.
	(Back Exit Confirm Agency Info
vacy Policy i Contact Us	

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

	Confirm Recertification for	
ATAN	IATA Code:	
	Agency Name:	
	DBA [Doing Business As]:	
Signed in :	Type:	
	Reservation System:	
Agent Profile	QTA Name:	
lew Profile Ipdate Personal E-mail	GMP Name:	
hange Password	Address:	
Annual Destination	Telephone:	
Neese scroll mouse over	Fax:	
description of process.	Email:	
Aanage Employee ID Cards	Web Address:	
rocess Recertification	The Applicant certifies the following:	* I I I I I I I I I I I I I I I I I I I
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imployee Termination		*Back Exit *Confirm Recertification 2
ssign Admin Rights ay Application Fee		
equest Agency Personnel st	Privacy Policy Contact Us	
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