

STEP BY STEP INSTRUCTIONS TO CREATE YOUR ACCOUNT FOR THE FIRST TIME

IF YOU SET UP AN ONLINE ACCOUNT PREVIOUSLY TO ACCESS THE PASSENGER PORTAL YOU DO NOT NEED TO CREATE A NEW ONE. SCROLL TO THE BOTTOM OF THE PAGE FOR INSTRUCTIONS ON HOW TO LOG BACK IN TO YOUR ACCOUNT

STEP1: Enter your Postal Code in the box below & click the Submit button
Your Member number and company will be pre-populated for you.

Create an Account

Create a Travel Professional Account

Company Information [Click here for help](#) ⓘ

If you do not know your member number, please contact us at 888-637-5731

Member Number

IATA CLIA Company #

Postal Code

Please verify this information is correct before submitting

STEP2: Enter your Last Name & click the Submit button

Your Company Name will be pre-populated for you.

Create an Account

Create a Travel Professional Account

Company Information [Click here for help](#) ⓘ

If you do not know your member number, please contact us at 888-637-5731

Member Number

IATA CLIA Company #

Postal Code

Company Name

Travel Professional Information

Last Name

Enter Your Last Name

Please verify this information is correct before submitting

Submit

STEP3: Enter / Verify your Email Address & Create your Password.

Click the Submit button

Keep your username & password handy, you will use it to log back in to your account.

Create an Account

Create a Travel Professional Account

Select Travel Professional

	Last Name	First Name	Middle Name	Phone	Fax	Email
<input checked="" type="radio"/>	Smith	Karen		+1(508)777-8888		

Create Password

Email / User Name

Password

Confirm Password

Please verify this information is correct before submitting

Enter your Email address & Create your Password (*password must be at least 6 characters long and include a number and one upper case letter*).

STEP4: CONGRATULATIONS! You have successfully created your Account.

Keep your username & password handy, you will use it to log back in to your account.

You now have Access to the Gateway for Travel Professionals!

If you receive the below error message: You have already created an Account

Create an Account

Create a Travel Professional Account

Sorry. Account for provided contact already exists.

Select Travel Professional

	Last Name	First Name	Middle Name	Phone	Fax	Email
<input checked="" type="radio"/>	Smith	Karen		+1(508)777-8888		

Create Password

Email / User Name

Password

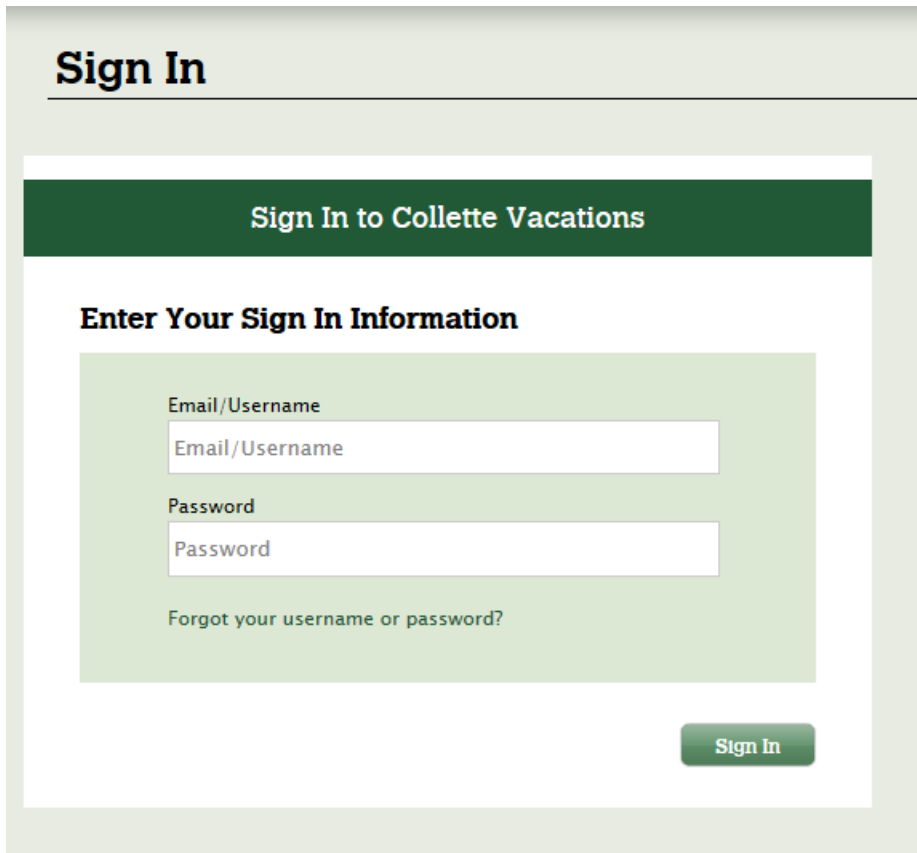
Confirm Password

Please verify this information is correct before submitting

If you receive this message - Your Account has been previously created. Scroll down to learn how to LOGIN IN.

STEP BY STEP INSTRUCTIONS – HOW TO LOG BACK IN TO YOUR ACCOUNT AFTER IT HAS BEEN CREATED

STEP1: CLICK ON: <https://my.aaamcv.com/Gateway/User/SignIn>



The screenshot shows a web page titled "Sign In" for "Collette Vacations". The page has a dark green header with the text "Sign In to Collette Vacations". Below the header, there is a section titled "Enter Your Sign In Information". This section contains two input fields: "Email/Username" and "Password". Below the "Password" field, there is a link that says "Forgot your username or password?". At the bottom right of the form area, there is a green "Sign In" button.

Enter the Email Address and Password you used to create your account.

STEP2: You have successfully Signed in to Your Account.

Keep your username & password handy, you will use it to log back in to your account.

You now have Access to the Gateway for Travel Professionals!