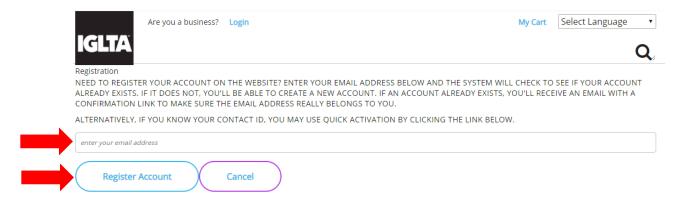
1) Activate your account

- a. Visit https://www.iglta.org/register
- b. Enter your email address that is already associated with your IGLTA membership.

 Please do NOT register with a different email account or create a new account.



c. Click "Register Account" below the email field.

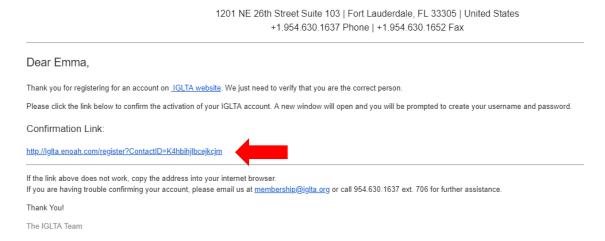
Thank you for registering! We have sent a confirmation email with a link to create your username and password to your primary email address on record.

If you did not receive your confirmation email, it may be possible that your email service marked it as spam. You may wish to ensure that **membership@iglta.org** is in your address book.

CLICK HERE TO RETURN TO SIGN IN

d. You will receive a confirmation email with a link to create your username and password. **COPY** and **PASTE** the customized link into your browser to create your username and password.

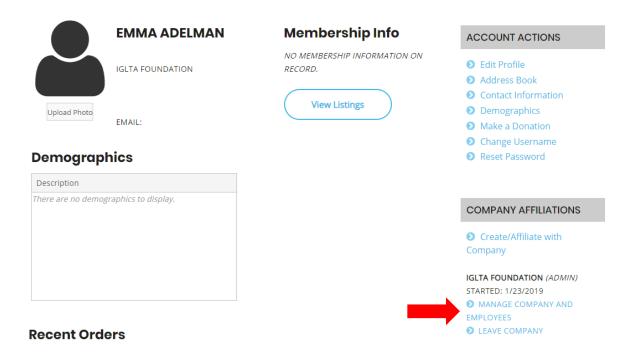
IGLTA



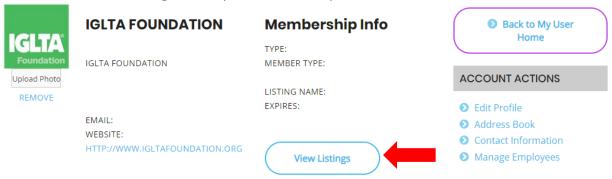
2) Update your Listing

a. Login to your account using the updated username and password.

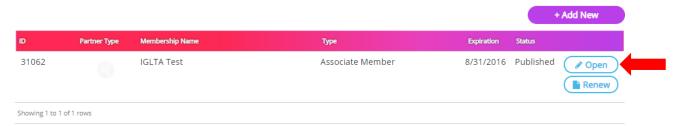
b. Navigate on the righthand side to the page to "Manage Company and Employees".



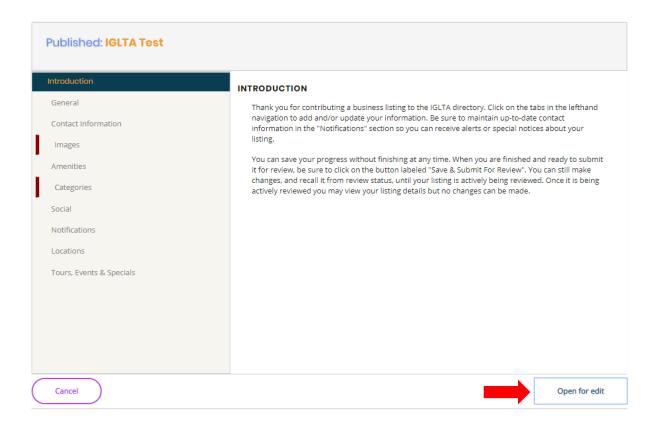
c. Click "View Listing" below your membership information."



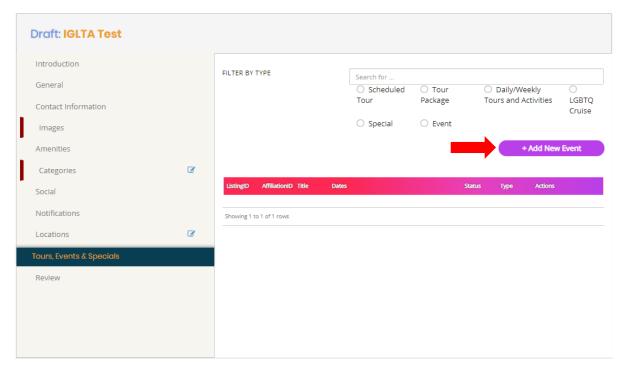
d. Click "Open" to edit your company's public listing on the IGLTA website.



e. Click "Open for Edit" to update all information.



f. To add an event, tour or special, please click on that tab. Select "+Add New Event".



- g. Your listing will be reviewed and either approved or returned for updates.
 - **Please verify that all of your account information is accurate.**