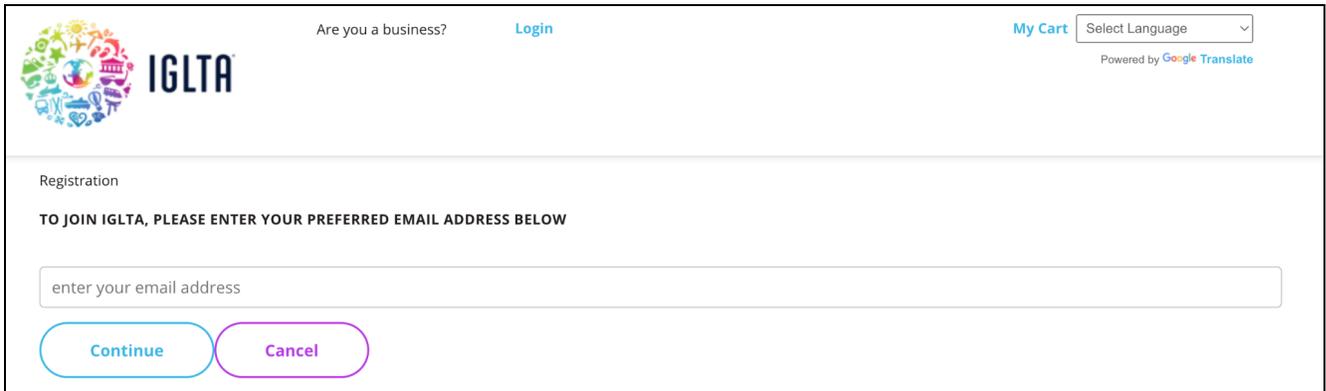


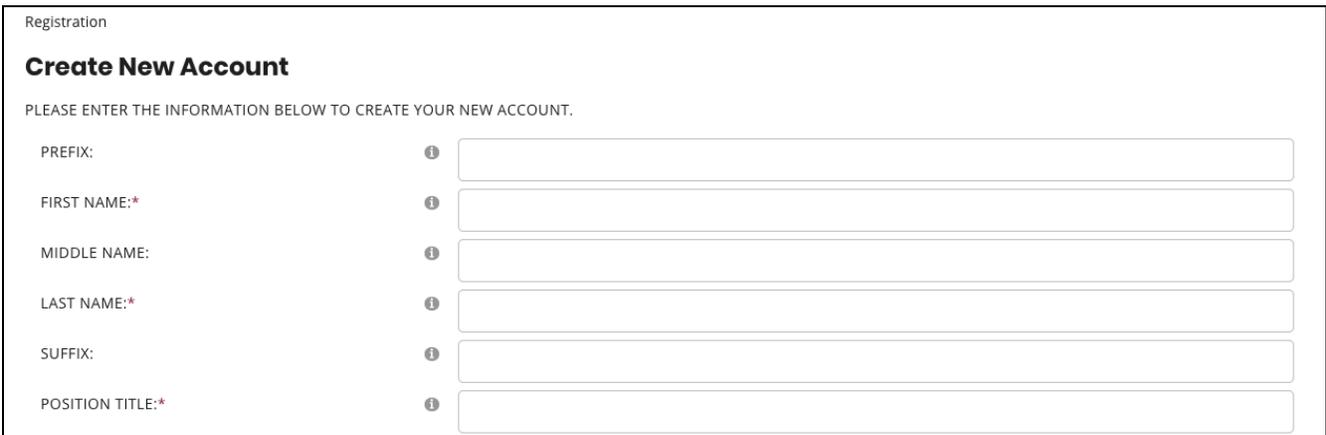
How to Create Your User Profile

1) Begin your new member registration [here](#).



The screenshot shows the IGLTA website header with the logo, navigation links for 'Are you a business?' and 'Login', and a 'My Cart' link with a language selection dropdown. Below the header, the 'Registration' section is titled 'TO JOIN IGLTA, PLEASE ENTER YOUR PREFERRED EMAIL ADDRESS BELOW'. It features a text input field with the placeholder 'enter your email address' and two buttons: 'Continue' and 'Cancel'.

2) **Fill in the required fields** of your user profile.



The screenshot displays the 'Create New Account' form under the 'Registration' heading. It instructs users to 'PLEASE ENTER THE INFORMATION BELOW TO CREATE YOUR NEW ACCOUNT.' The form includes six input fields, each with an information icon: 'PREFIX:', 'FIRST NAME:*', 'MIDDLE NAME:', 'LAST NAME:*', 'SUFFIX:', and 'POSITION TITLE:*'.

3) **Review** and **Accept** the privacy policy and terms of use. Select **Continue** to register your account.



The screenshot shows the final part of the registration form. It contains two password input fields: 'PASSWORD (MIN 6 CHARACTERS): *' and 'CONFIRM PASSWORD *'. Below these fields is a checkbox with the text 'I CONSENT TO PROVIDING MY PERSONAL DATA THROUGHOUT THIS WEBSITE IN ACCORDANCE WITH THE [PRIVACY POLICY](#) AND [TERMS OF USE](#) OF THIS WEBSITE.' At the bottom, there are 'Continue' and 'Cancel' buttons.

Now you'll have arrived at your user home page. From here, you can **update your personal details** and **upload a headshot**. Next, you will need to **create your business/company profile**.

4) From your user home page, you'll see a "Company Affiliation" section on the lower right-hand side. Select **Create/Affiliate with Company**.

User Account



ASHLEY N ROSE
(#135205)

YYY
16312
TRUMAN RD #4314
BALLWIN, MO 63011

EMAIL: ASHLEY.SLAUTER@MCI-GROUP.COM
PHONE: 2144572137

[Upload Photo](#)

Membership Info

NO MEMBERSHIP INFORMATION ON RECORD.

ACCOUNT ACTIONS

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Demographics](#)
- [Make a Donation](#)
- [Pay Outstanding Orders](#)
- [Change Username](#)
- [Reset Password](#)

COMPANY AFFILIATIONS

- [Create/Affiliate with Company](#)

NOT AFFILIATED WITH ANY COMPANIES.

Demographics

Description

There are no demographics to display.



5) **Search** for your company name.

Company Wizard

IN ORDER TO GET STARTED, PLEASE ENTER A PART OF THE COMPANY NAME BELOW. THE SYSTEM WILL SEARCH THE DATABASE TO CHECK IF THE COMPANY ALREADY EXISTS.

part of company name to search by

Find Company

If the company account already exists, request to affiliate yourself with the company by selecting **Affiliate**.

Affiliate	Hilton Toronto
Affiliate	Hilton Waikiki Beach
Affiliate	Hilton Wilmington Christiana
Affiliate	Hiltons of Chicago
Affiliate	The Inn at Penn, A Hilton Hotel
Affiliate	Umbra Curio Collection by Hilton, Sales

Once you add your company account, your IGLTA **Key Contact** will receive an email request to grant you employee access. If you believe your Key Contact no longer has account access, please reach out to membership@iglta.org.