

Become IGLTA Accredited

Before we get started, here are some helpful tips:

- First, we'll check our system to confirm if your business has ever been accredited or a member.
- Next, you'll create or connect a company account to your user profile.
- Then, you'll pay your accreditation dues to receive an application form via email.
- Lastly, you'll upload all required documents upon submission and wait for approval.

1) Begin here, enter an email address for your user profile (you'll use it log in to your member account).



2) Enter your company name and we'll search our database for an existing account.

If no results are found, proceed to create a new company account. Fill in all required fields.



If a member account already exists for this company, select "Request Company Access" and finish submitting your **user profile** details. Fill in all required fields.





3) Click Submit and follow the instructions included on the confirmation page. (Check your email)



Please check your inbox (and spam folder) for an "IGLTA - Access Granted" email.

This email will provide you a temporary password to access the IGLTA Member Portal.

Upon logging in you'll be prompted to create a new password.

If you have not received this email, please reach out to us at membership@iglta.org.



4) Locate the IGLTA Accredited tab from the menu on your left and select Apply/Renew.

5) On the next age, select Add Accreditation and proceed with payment.

ADD ACCREDITATION

Current account selected: [Account Name]



NOTE: There are two required dues, an Initial Audit Fee and a One-time Application Fee.

Application Fees	
APPLICATION FEES: <a>Required	
Initial Audit Fee for IGLTA Accreditation	\$299.00
One-Time Appliation Fee for IGLTA Accreditation	\$200.00
	Subtotal: \$499.00

If you've been provided a Promo Code be sure to apply it before selecting CHECKOUT the upper lefthand side.

To pay via Credit Card, use the "Checkout" button then you'll have 10 minutes to enter your card details.

Select	Complete Transaction	at the bottom of the page.
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<u>To pay via Check, Wire or ACH</u> , select	WIRE TRANSFER	and confirm . Our accounting team will
provide you with an invoice via email.		

NEXT STEPS:

After successful payment, you will receive <u>a confirmation email with a link</u> to the **IGLTA Accredited application form** where you will have to upload all the pertaining documents according to each one of the program's 8-point criteria.



If you have any questions, please do not hesitate to email us at <u>accreditation@iglta.org</u>.