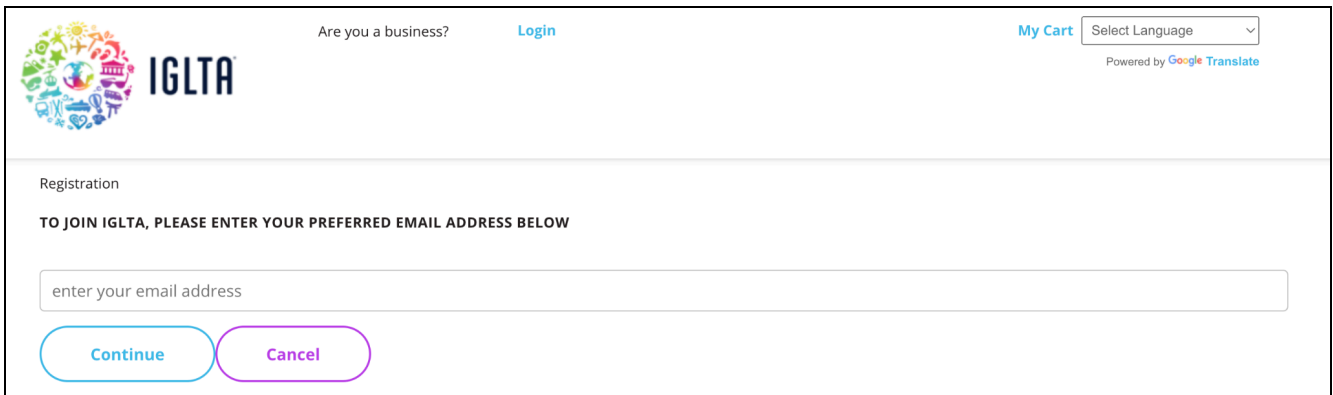


## Creating Your IGLTA Member Account

Before we get started, here are some helpful tips:

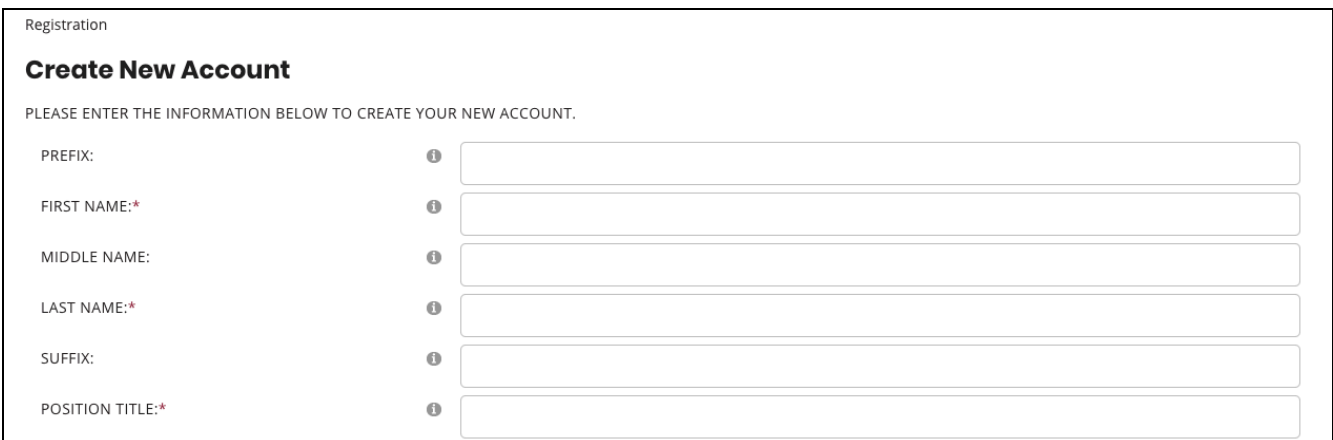
- You'll first need to create a **user profile** for the employee who will manage your account
- Next, you'll create and connect a **company account** to your user profile
- Last, complete your membership activation and receive access to your **IGLTA member account**

1) Let's start by creating your [IGLTA user profile](#).



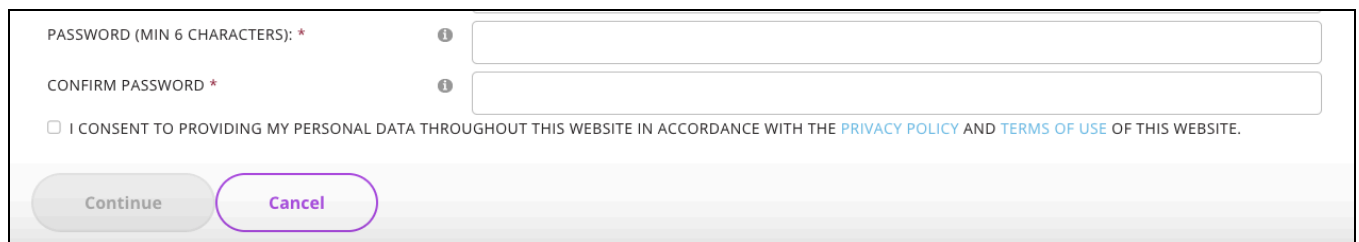
The screenshot shows the IGLTA website header with the logo, navigation links for 'Are you a business?' and 'Login', and a 'My Cart' link with a language selection dropdown. Below the header, the 'Registration' section is titled 'TO JOIN IGLTA, PLEASE ENTER YOUR PREFERRED EMAIL ADDRESS BELOW'. A text input field contains the placeholder 'enter your email address'. At the bottom of the form are two buttons: 'Continue' (highlighted in blue) and 'Cancel' (highlighted in purple).

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



The screenshot shows the 'Registration' section titled 'Create New Account'. Below the title is the instruction 'PLEASE ENTER THE INFORMATION BELOW TO CREATE YOUR NEW ACCOUNT.'. The form contains six input fields, each with an information icon (i) to its left: 'PREFIX:', 'FIRST NAME:\*', 'MIDDLE NAME:', 'LAST NAME:\*', 'SUFFIX:', and 'POSITION TITLE:\*'. The 'Continue' button is highlighted in blue, and the 'Cancel' button is highlighted in purple.

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




The screenshot shows the bottom part of the registration form. It includes two input fields for 'PASSWORD (MIN 6 CHARACTERS): \*' and 'CONFIRM PASSWORD \*', each with an information icon (i) to its left. Below the password 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 are two buttons: 'Continue' (highlighted in blue) and 'Cancel' (highlighted in purple).

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](mailto: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](#)

**Demographics**


Description

*There are no demographics to display.*

**COMPANY AFFILIATIONS**

- [Create/Affiliate with Company](#)

*NOT AFFILIATED WITH ANY COMPANIES.*



- 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.

[Find Company](#)

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

<b>Affiliate</b>	Hilton Toronto
Affiliate	Hilton Waikiki Beach
Affiliate	Hilton Wilmington Christiana
Affiliate	Hiltons of Chicago
Affiliate	The Inn at Penn, A Hilton Hotel
Affiliate	Umbral Curio Collection by Hilton, Sales

Once you add your company account, your IGLTA **Key Contact** will need to grant you employee access. If your Key Contact no longer has account access, please reach out to [membership@iglta.org](mailto:membership@iglta.org).

If a company account does not already exist, select **Create A New Company**.

**Company Wizard**

IF THE COMPANY ALREADY EXISTS IN THE SEARCH RESULTS BELOW, YOU CAN REQUEST TO AFFILIATE YOURSELF WITH THE COMPANY BY CLICKING ON THE "AFFILIATE" LINK.

IF THE COMPANY IS NOT IN THE RESULTS, YOU CAN CREATE A NEW COMPANY BY CLICKING THE "CREATE A NEW COMPANY" BUTTON BELOW THE RESULTS.

IF YOU WISH TO MODIFY YOUR SEARCH, PLEASE CLICK THE "SEARCH AGAIN" BUTTON BELOW.


	Company Name	Location
Affiliate	Hilton Toronto	Toronto, Ontario, Canada
Affiliate	Hilton Waikiki Beach	Honolulu, Hawaii
Affiliate	Hilton Wilmington Christiansiana	Newark, Delaware
Affiliate	Hiltons of Chicago	Chicago, Illinois
Affiliate	The Inn at Penn, A Hilton Hotel	
Affiliate	Umbral Curio Collection by Hilton, Sales	Mexico City, Distrito Federal, Mexico

Create a New Company
Search Again

**Fill in the required fields** of your company profile. Once it has been created you will see a success message. To add other employees, select **Manage Company and Employees**

The new company was created successfully! You may return to your user home page.  
 You may go directly to managing this company by clicking [Manage Company and Employees](#).

6) From the Company Account Management page, use the "Membership: Join" button.



**HAPPY PLACE TRAVEL**  
**(#135206)**

HAPPY PLACE TRAVEL  
 1234 HAPPY DR  
 NEW YORK, NY

Upload Photo

**Membership Info**

NO MEMBERSHIP INFORMATION ON RECORD.

My Listings

Membership: Join



Select "+ Add New" on the next page

**FAQ**

+ Add New

ID	Partner Type	Membership Name	Type	Expiration
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Click ( + Add New ) for a new membership

Showing 1 to 1 of 1 rows

7) Select your Membership Type:

- **BUSINESS MEMBERSHIP:** Business membership is open to travel agents, tour operators and wholesalers, hoteliers, travel suppliers like airlines, car rentals, publishing firms, attractions, booking services, concierge services, cruise lines, CVB/tourism offices, gaming/casinos,

ground transportation, meeting planners, associations, insurance, internet services, and marketing companies.

- **ASSOCIATE MEMBERSHIP:** Associate membership is open to businesses not specifically to tourism, such as bars/clubs, restaurants, theaters, pride organizations, spas, and retail venues. Does not include voting privileges or the right to run for the board.

All IGLTA membership rates are based on organization type, employee number, and location. If you have any questions, please contact [membership@iglta.com](mailto:membership@iglta.com).

Once you've assigned your membership type and agreed to the IGLTA [Professional Code of Conduct](#), please select "Continue" at the bottom left of the page.

**OPTIONAL:** Select **Membership Add-ons** including **E-Blasts** and **Enhanced Listing Upgrades**. To opt out you can select "Go to Cart".

1) SELECT YOUR MEMBERSHIP	2) ADD-ONS	3) PAYMENT
<b>INCREASE YOUR BUSINESS OUTREACH (OPTIONAL)</b>		
<input type="text"/>	Business Email Blast	\$1125
<input type="text"/>	Buyer Email Blast	\$550
<input type="text"/>	Consumer Email Blast	\$995
<input type="text"/>	Virtual LGBTQ+ Destination Showcase	\$2485
<input type="text"/>	Travel Out Newswire	\$240
<b>SELECT YOUR MEMBERSHIP UPGRADES (OPTIONAL)</b>		
<input type="checkbox"/>	Featured Destination	\$7995
<input type="checkbox"/>	Enhanced Listing	\$999
<input type="checkbox"/>	Featured Business	\$7995
<input type="button" value="Cancel"/>		<input type="button" value="Go To Cart"/>

On the next page you can "Apply Promotions" or "Update Your Cart" details.

8) When you're ready, select "Proceed to Check Out" to pay for your membership via Credit Card. If you would prefer to pay via Check, Wire or ACH please reach out to [Membership@iglta.org](mailto:Membership@iglta.org) and we will provide you with an invoice and necessary details.



**Next Steps:** Check out our [Membership Resources Page](#). This page will help you get the most out of your IGLTA membership benefits. A great first step is to update your Company Listing that will be featured on our website. [Click here for more information](#).