



# **IGLTA ACCREDITED™**

## **Step-by-Step Application Guide**



# SUBMITTING AN APPLICATION

**STEP 1.** Do you have an account on [IGLTA.org](https://www.iglta.org)?

Create a user Account:

[CREATE YOUR ACCOUNT NOW!](#)

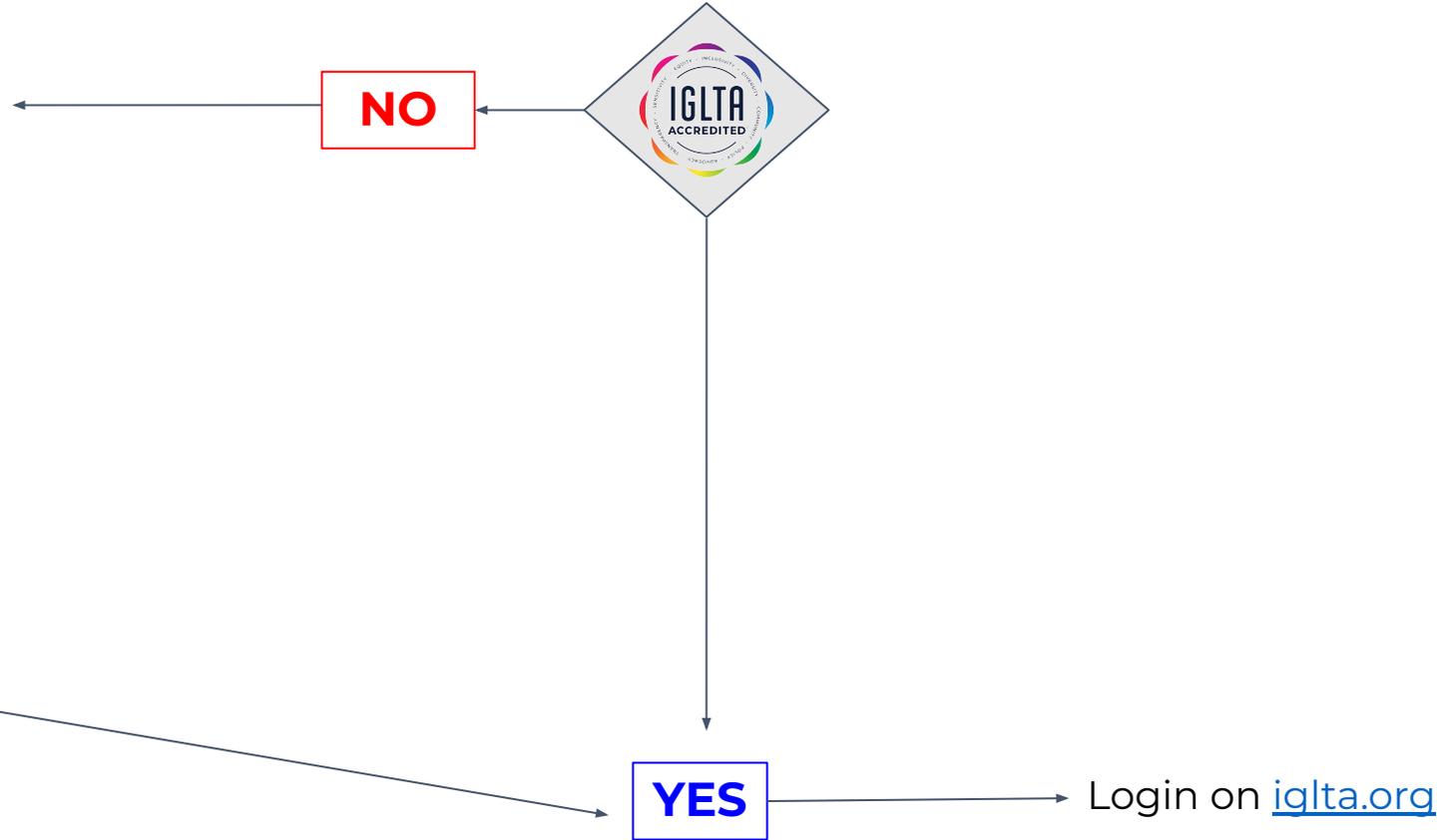
Login your account and **Create Company/Affiliate with Company**

## 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





# SUBMITTING AN APPLICATION

**STEP 2.** In your user home under COMPANY AFFILIATIONS click **MANAGE COMPANY AND EMPLOYEES**

## User Account



**SANTIAGO AGUIRRE-MONTOYA (#131866)**

GLOBAL MEMBERSHIP MANAGER  
IGLTA  
MEMBERSHIPS  
295 ADELAIDE ST W  
APT 1211  
TORONTO M5V 0L4  
CANADA

Upload Photo

REMOVE

EMAIL: [SANTIAGO.AGUIRRE@IGLTA.ORG](mailto:SANTIAGO.AGUIRRE@IGLTA.ORG)  
PHONE: 6479156673

### Membership Info

MEMBERSHIP THROUGH: SANTI TOURS  
TYPE: GENERAL BUSINESS  
MEMBER TYPE: 1-50 EMPLOYEES  
LISTING NAME: NO LISTING NAME  
EXPIRES: 12/5/2023

My Listings

Membership: Current

### ACCOUNT ACTIONS

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

### Demographics

Description
Pronouns: They/Them/Theirs
Gender: Gender Nonconfirming
Sexual Orientation: Queer
Preferred Language: English
Preferred Language: Español

### Recent Orders

Click the arrow to view order details.

### COMPANY AFFILIATIONS

[Create/Affiliate with Company](#)

Active Company

Santi Tours

**SANTI TOURS (ADMIN)**

STARTED: 12/5/2022

[MANAGE COMPANY AND EMPLOYEES](#)

[LEAVE COMPANY](#)

**IGLTA**

STARTED: 3/22/2022

[LEAVE COMPANY](#)





# SUBMITTING AN APPLICATION

**STEP 3.** Under ACCOUNT ACTIONS click ***Apply to IGLTA Accredited™***

## User Account



Upload Photo

### SANTI TOURS (#135193)

SANTI TOURS  
295 ADELAIDE ST W  
APT 1211  
TORONTO M5V 0L4  
CANADA

EMAIL: [SANTIAGO.AGUIRRE@IGLTA.ORG](mailto:SANTIAGO.AGUIRRE@IGLTA.ORG)  
PHONE: 6479156673

### Membership Info

TYPE: GENERAL BUSINESS  
MEMBER TYPE: 1-50 EMPLOYEES  
LISTING NAME: NO LISTING NAME  
EXPIRES: 12/5/2023

[My Listings](#)

[Membership: Current](#)

[Back to My User Home](#)

### ACCOUNT ACTIONS

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Apply to IGLTA Accredited™](#)
- [Pay Outstanding Orders](#)
- [Manage Employees](#)



### Demographics



# SUBMITTING AN APPLICATION

**STEP 4.** Confirm Contact Information and click on **Pay Fees** under APPLICATION FEES

## User Account

### Step 1: Pay Application Fees

IGLTA ACCREDITED INITIAL AUDIT FEE **(\$299.00)**

IGLTA ACCREDITED ONE-TIME APPLICATION FEE **(\$200.00)**

The first step is to pay your IGLTA Accredited application fee. If you require an invoice or need to pay using another method other than credit card, please contact [accreditation@iglta.org](mailto:accreditation@iglta.org) to process your application. After paying your application fees, you will receive an email with instructions on next steps, including a link to the application form to upload your supporting documentation

### CONTACT INFORMATION

SANTI TOURS  
295 ADELAIDE ST W  
APT 1211  
TORONTO M5V 0L4  
CANADA

EMAIL: [SANTIAGO.AGUIRRE@IGLTA.ORG](mailto:SANTIAGO.AGUIRRE@IGLTA.ORG)

[Edit Profile](#)

### APPLICATION FEES

INITIAL AUDIT FEE FOR IGLTA ACCREDITATION **(\$299.00)**

ONE-TIME APPLICATION FEE FOR IGLTA ACCREDITATION **(\$200.00)**

[Pay Fees](#)



[Back to My User Home](#)

### ACCOUNT ACTIONS

[Return to User Account](#)



# SUBMITTING AN APPLICATION

## STEP 5. Complete Payment

Description	Quantity	Price	Subtotal
 INITIAL AUDIT FEE FOR IGLTA ACCREDITATION	<input type="text" value="1"/>	\$299.00	\$299.00
 ONE-TIME APPLICATION FEE FOR IGLTA ACCREDITATION	<input type="text" value="1"/>	\$200.00	\$200.00
			TOTAL: \$499.00

DO YOU HAVE RECEIVED A PROMOTION CODE, ENTER IT HERE (THIS FIELD IS NOT REQUIRED):

Apply Promotion

Update Your Cart

Continue Shopping

Proceed to Check Out





# SUBMITTING AN APPLICATION

**STEP 6.** After successful payment, you will receive a *confirmation email* with a link to the ***IGLTA Accredited application form*** where you will have to upload all the pertaining documents according to each one of the 8-point criteria.



The International LGBTQ+ Travel Association  
5079 N. Dixie Hwy., | # 367 | Ft. Lauderdale, FL 33334 | United States  
+1.954.630.1637 Phone | +1.954.630.1652 Fax

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Dear Santi Suites Hotel,

Your payment has been received successfully and you are one step closer to officially being IGLTA Accredited. Please access the [following form](#) and fill in all the required fields and upload the corresponding documents to submit your application for review.

If you have any questions about this process please contact [IGLTA@jenniferbrownconsulting.com](mailto:IGLTA@jenniferbrownconsulting.com)

Thank you!

The IGLTA team



# SUBMITTING AN APPLICATION

**STEP 7.** Submit all the required documents via the ***IGLTA Accredited Application Form*** and wait for the auditor to contact you with the status.



## IGLTA ACCREDITED™ APPLICATION FORM

IGLTA ACCREDITED™ is the first global accreditation program for LGBTQ+ welcoming tourism businesses. Please fill out this form truthfully and to the best of your abilities. An IGLTA-appointed auditor will go through your application and inform you if additional information is required in order to obtain the accreditation.



# SUBMITTING AN APPLICATION

## STEP 8. Download your IGLTA Accredited Certificate

- Login to your account on [iglta.org](http://iglta.org)
- Go to your user home, then click **Manage Company and Employees**
- Click **View Accreditation Certificate** under ACCOUNT ACTIONS

## User Account



Upload Photo

### ANWAR EXPORT (#25329)

ANWAR EXPORT  
1700 NE 43RD STREET  
FT LAUDERDALE, FL 33334

EMAIL: [WARNERUSA98@GMAIL.COM](mailto:WARNERUSA98@GMAIL.COM)

### Membership Info

TYPE: GENERAL BUSINESS  
MEMBER TYPE: 1-50 EMPLOYEES  
LISTING NAME: ANWAR EXPORT  
EXPIRES: 10/31/2023

[My Listings](#)

[Membership: Rejoin](#)

[Back to My User Home](#)

### ACCOUNT ACTIONS

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [View Accreditation Certificate](#)
- [Pay Outstanding Orders](#)
- [Manage Employees](#)

## Demographics



# SUBMITTING AN APPLICATION

- Click the Get Accreditation Certificate Button
- Once the report generates, visit the My Reports link
- Download the certificate

## User Account

### Accreditation Certificate

This screen allows you to generate an Accreditation Certificate.  
CLICK ON THE BUTTON BELOW TO ACCESS YOUR ACCREDITATION CERTIFICATE.



[Get Accreditation Certificate](#)

Your certificate is being generated and will be available on the My Reports page.  
[Click here to go My Reports now.](#)

## View Saved Reports

 REPORT GENERATION MAY TAKE SEVERAL SECONDS. IF YOUR REPORT IS NOT READY YET, CLICK ON  TO UPDATE THE REPORT STATUS.



(8/19/2022 12:30:15 PM) [IGLTA Accreditation Certificate Anwar Export \(25329\)](#)



# IGLTA<sup>®</sup>

ADVANCING  
LGBTQ+ TRAVEL

[IGLTA.ORG](https://www.iglta.org)

[IGLTA.ORG/iglta-accredited](https://www.iglta.org/iglta-accredited)