



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!](#)

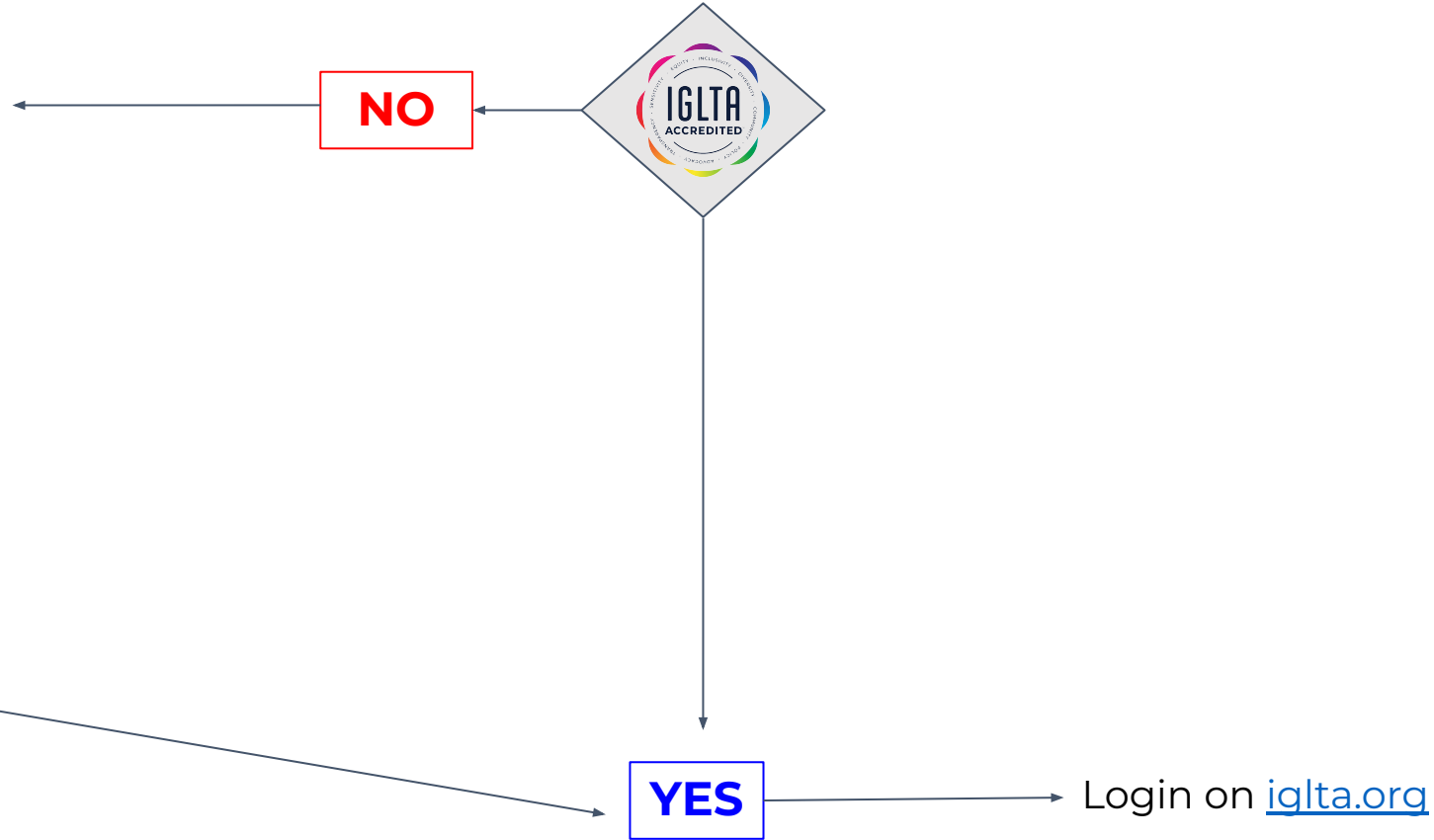
Login your account and **Create Company/Affiliate with Company**

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
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](#)

*



**if you do not see this option on your account, you may not be the key contact for your company, please email us to make you the key contact.*



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
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 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

[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

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

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
- 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

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 \(25329\)](#)

