



## Joining SIS – Requirements CHECKLIST

### A. IS Participation Agreement

- Complete and sign the following sections of the [IS Participation Agreement](#) by the appropriate authorities (as per your internal rules and process) in your company.
  - **Participation Agreement** itself (pp.1-17)
  - **Attachment B** (pp.21-22) – only if you will be participating in those services outlined in this attachment
  - **Attachment G** (pp.52-75 or 76-87, **but not both**) – only if your company is subject to EU laws on personal data
- Complete the [Schedule of Implementation](#) as per the template provided on the SIS website. This is required as per Section 4.6 of the IS Participation Agreement.

*Note: You may choose to complete this at the same time as the agreement or at a later point when you plan to migrate your billings.*
- Email SIS Operations ([sisoperations@iata.org](mailto:sisoperations@iata.org)) the *filled-out* sections of the agreement only.
- Mail the original copies of the completed sections (as per above steps) addressed to **SIS Operations** at the IATA Montreal address at the bottom of this document.

Upon receipt of the scanned copies of the agreement (and signed attachments, if applicable), SIS Operations will set up the member in IS-Web. SIS Operations will also collect the necessary Member Profile information from the Super User if this has not been already been set up. IS-Web access credentials will then be sent to the Super User.

Please take note that the electronic copies need to be followed by an original. If more than one original signed copy is sent, we will return one original after it has been signed by IATA. Otherwise, we will return a signed copy of the original.

*Please also take note that an electronically-fillable version of the IS Participation Agreement is available on the SIS website. Any questions you may have regarding the IS Participation Agreement can be posted to the [Participation Agreement & Implementation Support](#) discussion board in the SIS Forum.*

### B. Super User/Bank Details Selection

- Complete and return the Super User Details form (Annex 1 of the Sign-Up and Certification Guide)
- Complete and return the Bank Details form (Annex 2 of the Sign-Up and Certification Guide) – this is optional and applicable **only** for bilateral settlement invoices.

*Note: You may also use the same account you currently have for the ICH – in this case simply state this on the form and no authorized signatories is necessary. If you would like to nominate a new bank account, however, one signature needs to be from the Chief Financial Officer.*



## C. iiNET Account setup and Connectivity Testing

### (1) Mandatory

- Receive and complete the forms contained in the SIS iiNET package. If you do not have this information, please contact the iiNET Customer Care team ([iinetcare@iata.org](mailto:iinetcare@iata.org))
  - Complete the *iiNET Form document* and submit to the iiNET Care team.
  - Receive your user account credentials from the iiNET Care team.
- **Note these 3 steps are sufficient for file submission via iiNET web access.**
- Your test file successfully submitted via iiNET web access (*or optional automation – see below*).
  - Advise the iiNET or SIS Operations team if you will use separate iiNET account codes for Passenger and Miscellaneous billings (by default, the same iiNET code is used for all categories).

### (2) Optional - iiNET Automation only

- BOTH tabs on the Excel Customer form completed.
- Complete setup of account automation with iiNET (your IT Dept. involvement).
- Your airline's TDF file is prepared (your IT Dept. involvement).

## D. Sandbox & Certification Testing

- Refer to the Sign-Up and Certification Guide for detailed steps in the Sandbox & Certification Testing process
- Filename adheres to the format for the file you are submitting.
- The file is zipped.
- All other stated file requirements in the Sign-Up & Certification Guide are met.
- Receive Certification Status Report from SIS

 **YOU ARE NOW READY TO JOIN SIS!**



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