IATA Passenger Agency Programme

Extranet Site registration

This step-by-step user guide will enable you to access the IATA Passenger Agency Programme Extranet site, where you will be able to find and download all the relevant documentation and announcements for your participation as a PAConf Accredited Representatives and Alternates.

Please follow the steps detailed below and do not hesitate to contact us if further information is required.

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Registration on the PAP Extranet

If you do not have a user on the IATA Extranet

1. Click on the following link

2. Fill in the form

Registration details

Please fill in the required details

First name

Last name

Password

Re-enter password

Job title

Company type

Company name

Office address

Country

Mobile Phone

Land Line

Fax (optional)

Registration Email

Recovery Email

Register
3. Once you have submitted the form, you will receive an automated email to validate your email address. Please make sure you validate within 24 hours before the link’s expiration date. If you do not receive the email, please check your Spam folder.

Registration confirmation

Thanks for submitting your information. A notification has been sent to you regarding confirmation of your Email ID. Please check your mailbox to validate this information.

4. Click on the link. The email will be sent from a generic and unmonitored mailbox (extranet-registration@iata.org), if you need further assistance reach out to us.

5. Once you have validated your email address, we will receive a notification of your request and approve it. Please note this could take up to 2 business days.

Email validation

Your request is submitted
A request has now been created and forwarded to the Site Administrator for review and approval. You will be advised by email - normally within two business days - once this process has been completed.

6. Once your registration has been approved, you will receive another confirmation email and you can already log into the Extranet and explore the page.
Congratulations! You can now access the following IATA Extranet site IATA Passenger Agency Programme. Please store the following information in a secure location immediately in case you need it later.

Follow this link and use these credentials to logon to the IATA Extranet. You can either use Email or Username to log in.

Site URL: https://extranet2.iata.org/sites/distribution-management

Email: 

Username: 

Password: Use the password you registered with.

This is an automated email. Please do not reply. In case of difficulty, please contact the site administrator by email.

IMPORTANT: If you were not asked to provide a password upon registration, please make use of the Forgot Password at https://extranet2.iata.org/registration/pages/forgotpassword.aspx to set a new password before attempting to sign in. You will be asked to provide the email address you registered with.

Thanks,
IATA Extranet Team

If you have a user on the IATA Extranet

1. Go to the Extranet page http://extranet2.iata.org/ and log into your account

   **Sign in**

   Email or Username
   Password
   Keep me signed in

   SIGN IN

   Having trouble signing in?

   Other extranet sites
   Select a site

   REGISTER

2. From the drop down menu “Request Access” select IATA Passenger Agency Programme.
3. Follow the same registration steps as outlined in the first section.

Login once registered

1. To log into your account, go to the Extranet page http://extranet2.iata.org/ and type your email address and password.

2. You can log in as frequent as you wish to the Extranet page. We recommend to make sure that you log at least once a month in order to keep up with any Conference updates and announcements.
PAP Extranet Navigation

Home page

Through this site, you will have access to a full library of resources including the Passenger Agency Conference Transmittals and Minutes, PAConf Result Sheets, Mail Vote papers and more.

How to navigate through the Extranet?

On the left-hand side, you can find the Document Library containing all the necessary documentation and resources organized by chronologically. On the right-hand side, you can find the Passenger Agency Conference Yearly Schedule. The Calendar will show only the future Meeting and Mail Vote events. The detailed schedule including the paper submission deadlines could be found here.

For more information

Contact us
Visit our webpage

Featured Content

On the left-hand side, you can find the Document Library containing all the necessary documentation and resources organized by chronologically. On the right-hand side, you can find the Passenger Agency Conference Yearly Schedule. The Calendar will show only the future Meeting and Mail Vote events. The detailed schedule including the paper submission deadlines could be found here.
Document libraries

1. **PAConf Resources** provides direct access to all the relevant Conference and Mail Vote (MV) documentation, including but not limited to MV papers, MV declarations, Conference Transmittals, Conference Minutes and Result Sheets.

   Please note that the Conference Agenda is a public document, therefore, parties other than IATA Member Airlines have access to this library.

2. **PAConf Accredited Representatives and Alternates** is an exclusive page that can only be accessed by officially appointed PAConf Delegates. The webpage provides access to a numerous resources, exclusive announcements and an archive of all the historical editions of PAConf Monthly – the official monthly bulletin for Delegates.
PACConf Accredited Representatives and Alternates

This is a dedicated corner to the PACConf Accredited Representatives and Alternates, where you can find relevant documents and announcements.

Announcements

New! Please make sure you register for the upcoming Mac Vote live sessions. Undoubtedly, without having a physical Conference this year, it is challenging for us to convey complex messages through papers alone. For this reason, we have set up a new platform for PACConf delegates to be able to view any upcoming live events and register to join. Check it out!

Frequently Asked Questions

• Where can I find the PACConf Representative’s Accreditation forms? Click here for AR & AL
• Where can I find the PACConf paper submission template? Click here for Attachment D
• How to request a Visa Invitation Letter? Click here

PACConf Resource Center

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