



# 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.

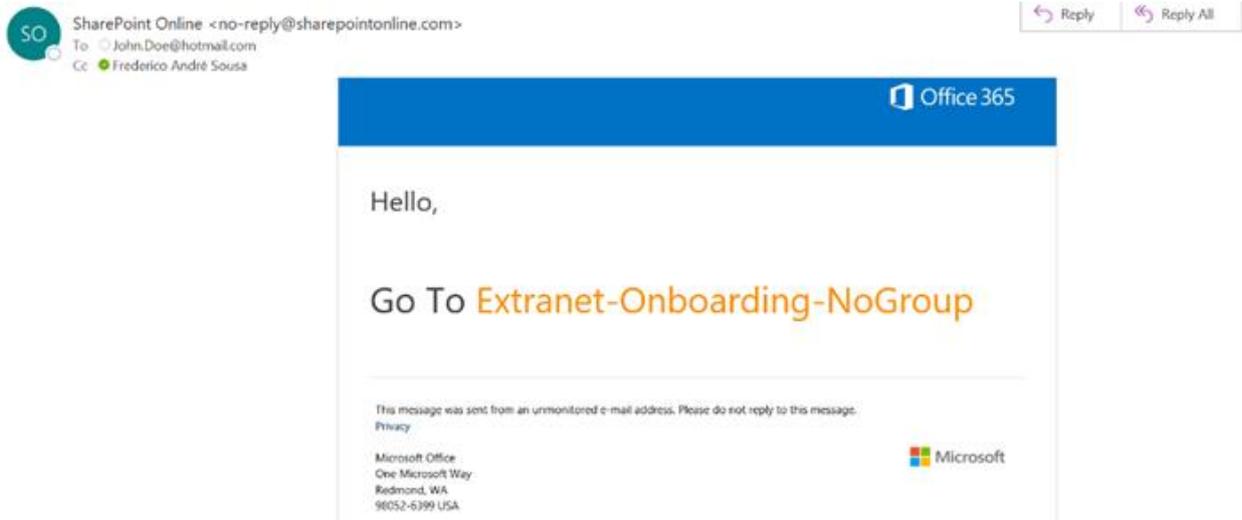
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## Registration on the PAP Extranet

- You will receive an automated email from Microsoft ([no-reply@sharepointonline.com](mailto:no-reply@sharepointonline.com)) similar to the one below.

If you do not receive the email, please make sure you check your **Spam Folder**.



- Click on the site name (**IATA Passenger Agency Programme**) that is in orange.
- After clicking on the site name, you will have the options to access the site using your personal account or the organization account, based on which email the received the invitation:

### Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow International Air Transport Association to use your basic profile (name and email address) in accordance with their privacy statement. International Air Transport Association has not provided links to their terms for you to review. You can remove these permissions at [myapps.microsoft.com](https://myapps.microsoft.com).

 **Microsoft account**  
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Organizational account**  
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

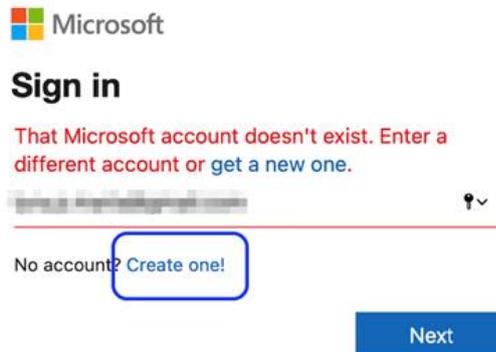
Don't have either account? [Create a Microsoft account, it's quick and easy!](#)

[Legal](#) | [Privacy](#)

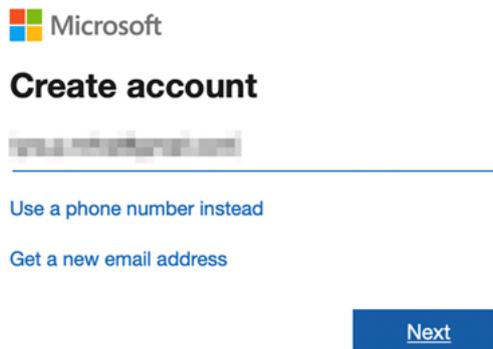
- If you have received an invitation on your personal account, you must choose **Microsoft account option**.
- If you have received an invitation on your business account, then choose **Organizational account option**
- The account must be configured as a Microsoft account.
- If the account it is already configured to be a Microsoft one when you started the registration process, then the next step will be to enter his Microsoft password, and then will be redirected to the site homepage



- If your account is not configured to be a Microsoft one, when entering your email address, you will receive an error message saying that the Microsoft account does not exist, and you can create one by clicking on the **Create one!** link



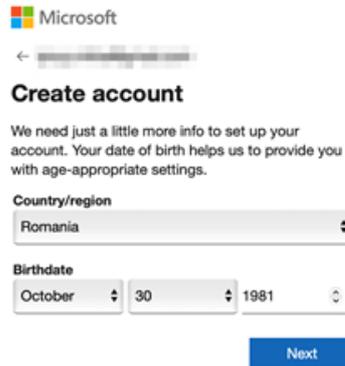
- On the Create account window, enter your email address and click Next



- Create a password for your Microsoft account and click Next button. Could be one of your existing passwords or just select to enter a new one.



- Add your country and birth date and click Next



Microsoft

← [redacted]

### Create account

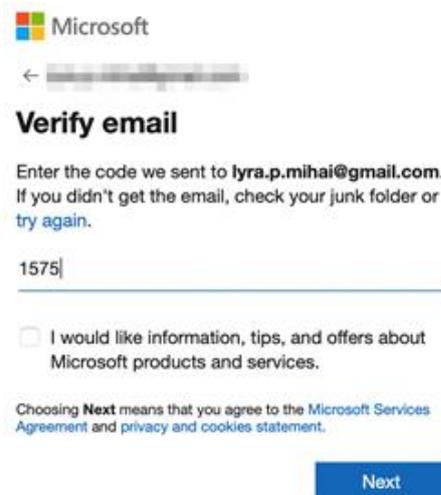
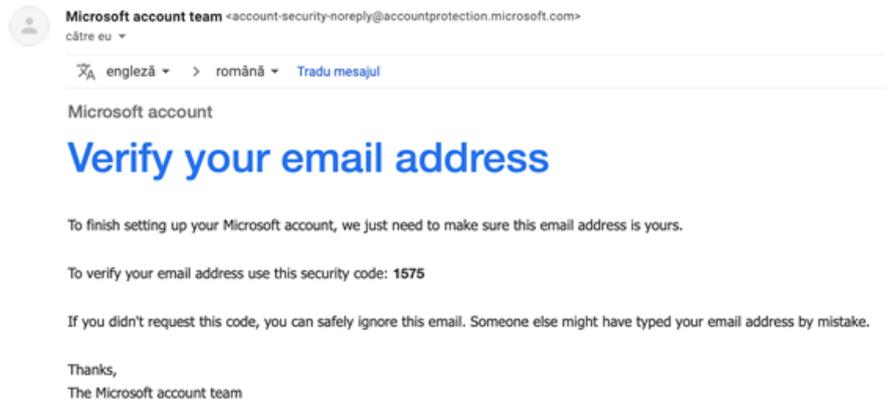
We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region  
Romania

Birthdate  
October 30 1981

Next

- An email with a confirmation code will be sent to your email address. You must enter the code and then click on Next button.



Microsoft

← [redacted]

### Verify email

Enter the code we sent to **lyra.p.mihai@gmail.com**.  
If you didn't get the email, check your junk folder or [try again](#).

1575|

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

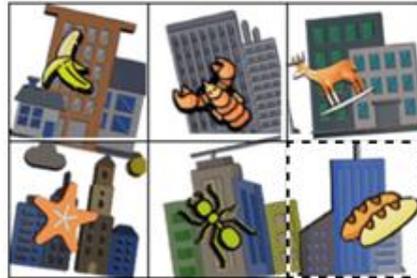
- Solve the security puzzle

 Microsoft

← lyra.p.mihai@gmail.com

## Create account

Pick the ant



- You will be automatically redirected to the homepage of the site that was shared with you.

## Login once registered

1. To log into your account, go to the [Extranet page](#) and you will be automatically redirected to the page as long as you log in from the same account.
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.

The screenshot shows the IATA Passenger Agency Programme website. At the top, there is a header with the IATA logo and the text 'IATA Passenger Agency Programme'. Below the header, there is a navigation menu with options like 'Home', 'PAConf Resources', 'PAConf Accredited Repre...', 'Calendar', and 'Edit'. The main content area features a large image of three airplanes on a tarmac, with the text 'IATA Passenger Agency Programme' overlaid. Below the image, there is a paragraph of text: '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.' This is followed by a section titled 'How to navigate through the Extranet?' with a paragraph explaining the site's structure: '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](#)'. Below this, there is a section titled 'For more information' with two links: '[Contact us](#)' and '[Visit our webpage](#)'.



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. **PACConf 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.

The screenshot shows a document library interface for 'PACConf Resources'. The top navigation bar includes 'Home', '+ New', 'Send to', 'Promote', 'Page details', 'Immersive Reader', and 'Analytics'. The right side of the top bar shows 'Published 11/26/2021', 'Edit', and a share icon. The left sidebar contains 'PACConf Resources', 'PACConf Accredited Repre...', 'Calendar', and 'Edit'. The main content area is titled 'PACConf Resources' and contains the text: 'The PACConf Resources Center provides direct access to all the relevant Conference and Mail Vote documentation.' Below this is a section titled 'PACConf' with a 'See all' link. The 'PACConf' section has a toolbar with '+ New', 'Upload', 'Edit in grid view', 'Sync', and 'Export to Excel'. Below the toolbar is a table with columns 'Name', 'Modified', and 'Modified By'. The table contains two rows: 'Mail Vote' and 'PACConf', both modified on July 14, 2020, by Kalina Borislavova Manova.

Name	Modified	Modified By
Mail Vote	July 14, 2020	Kalina Borislavova Manova
PACConf	July 14, 2020	Kalina Borislavova Manova

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



IP IATA Passenger Agency Programme ☆ Not following 🔗 Share

Home + New 📧 Send to 📢 Promote ⚙️ Page details 📖 Immersive Reader 📊 Analytics 📅 Published 11/26/2021 ✎ Edit 🔗

PAConf Resources

**PAConf Accredited Repr...**

Calendar

[Edit](#)

## PAConf Accredited Representatives and Alternates

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

### Announcements

**New!** Make sure you register for the upcoming Mail Vote live sessions. We have set up **a new platform** for PAConf 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 PAConf Representative's Accreditation forms? Click here for [AR](#) & [AL](#)
- Where can I find the PAConf paper submission template? Click here for [Attachment B](#)
- How to request a Visa Invitation Letter? [Click here](#)

### PAConf Resource Center See all

+ New 📄 Upload 📄 Edit in grid view 🔄 Sync 📄 Export to Excel ☰ All Documents 🔔

Name	Modified	Modified By
Conference Preparation	July 14, 2020	Kalina Borislavova Manov
COVID-19 Financial Settlement O...	July 14, 2020	Kalina Borislavova Manov