



New CASSLink Platform

CASS Import & Terminal Charges (ITC) Migration Checklist V3

Updated on 09 October 2023

Please note the below check list for the migration activities, the dates are subject to system readiness.

Updates are in red

Category	Description	Indicated Timeline & Status
Training	Opening of the training webinar registration	July-23
Training materials	User manual and link to the training materials will be available in IATA customer portal	Aug-23
Training	Attend the training sessions	Late Aug and Mid of Sep 23
User Migration	<p>Please be informed that only active CASSLink users who had logged in after 1 Jan 2023 in the current CASSLink, would be migrated to the new CASSLink.</p> <p>If you wish to access to the new CASSLink platform, please log in to the current CASSLink system by 15 August 2023.</p> <p>If any new user requires access to the new CASSLink platform after the migration, the user should be added by your CASSLink Administrator in the new CASSLink platform directly.</p>	15-Aug-23 (Completed)
User Management – Company administrator	<p>List of current users migrated to the new CASSLink platform will be provided to the company administrators with access rights in the current CASSLink.</p> <p>If your company does not have any administrators, IATA will select the three active users of your company with the highest access rights in the current CASSLink system to be the Administrator of your company to ensure they</p>	Early Sep 23 (completed)



Category	Description	Indicated Timeline & Status
	have the access right to handle user set up after the system migration.	
Access CASSLink platform via IATA Customer Portal	Access to the new CASSLink can only be done through the IATA Customer Portal If you access the current CASSLink via the URL link, please register yourself in IATA Customer Portal to prepare your access to new CASSLink.	Sep-23
IATA iiNet connectivity	For the users with SFTP connectivity, please contact IATA Customer Service team to change to IATA iiNet connectivity prior to the cutover day.	On going
Migrated User List	The list of migrated users can be downloaded under “ View Airline/Agent Docs ” on the old CASSLink platform .	Before 20 Sep 23 (completed)
User Privilege Setup	The New CASSLink will be open to the company administrator to set up the access rights for each user. For users that are not on the list/ have not been migrated (users added in the current CASSLink after the migration cut-off 15 August 2023). The company CASSLink administrator can add them once the system opens for user set-up around 10 days before the go live).	N/A * all CASSLink Import users will be granted Administrator access rights with full access to all functions.
Users not migrated	For users who are not migrated, the company will still see the activities conducted by the users in the past. There will be no impact on the invoicing history	N/A
ITC Operations	Switch off the access to the current CASSLink platform	27 Oct 23
	Access to the New CASSLink platform	30 Oct 23