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To create a new account, click on the "Create an account" link.

You will be redirected to the registration form below, which comprises three sections:

1) Email validation
2) Contact details
3) Company details
Email Validation

Enter your email address and click on the "Terms and Conditions of Use" link. Tick the Terms and Conditions checkbox to confirm that you have read and accept them.

Two cases can occur:
- The email address is already associated to an existing account
- The email address is not associated to any existing account

The email address is already associated to an existing account

In that case, the following message will appear (see picture below).

This message will appear if:
- You already have access to the NDC Matchmaker Service. In that case, fill your credentials in the login page.
- You have not registered for the NDC Matchmaker Service, but you already have access to 1Id. In that case, fill your credentials in the login page. You will be redirected to the NDC Matchmaker page in 1Id.
- You have already registered for the NDC Matchmaker Service, but your account has not been validated yet. You will be notified by email once your account is validated, which will give you access to the NDC Matchmaker Service.
- You have already registered but your account is not eligible for the service. You can contact the NDC Team for further assistance.

The email address is not associated to any existing account

In that case, by ticking the Terms and Conditions checkbox, you will be able to enter your Contact details.
## Contact details
Enter your contact information.

### Registration Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Email Validation</td>
</tr>
<tr>
<td>2</td>
<td>Contact Details</td>
</tr>
<tr>
<td>3</td>
<td>Company Details</td>
</tr>
</tbody>
</table>

#### Contact Details

- **Salutation**: Mr.
- **First Name**: John
- **Last Name**: Do
- **Job Title**: NDC Manager
- **Business Phone**: +61 0781234567
- **Mobile Phone**: +61 0781234567

#### Company Details

*Mandatory fields*

Click on "**Company details**" to continue the registration process.

Please note that you cannot enter your company details until you have not filled all the mandatory fields within the Contact Details section.
Company details

Select your **Company Type**: Seller.

**Registration Process**

1. **Email Validation**
2. **Contact Details**
3. **Company Details**

**Search your company**

- **Company Type**
  - Seller
- **Category**
  - IATA Passenger Sales Agent
  - Non-IATA Travel Agent
  - Airline
  - GDS
  - Aggregator

Choose a **Category**: “IATA Passenger Sales Agent” or “Non-IATA Travel Agent”, and select the **Headquarters country**.

**Registration Process**

1. **Email Validation**
2. **Contact Details**
3. **Company Details**

**Search your company**

- **Company Type**
  - Seller
- **Category**
  - IATA Passenger Sales Agent
  - Company Location
  - France
- **Company Name**
  - ABC VOYAGES SARL

*Mandatory fields*

A search field is then displayed where you can type the **name of your company**. A search result list will appear dynamically. Select your company if it appears on the list or click on **Create New**. In the latter case, you will need to enter your **Company Information** as shown below.
You will be able to submit your details once **all the mandatory fields are filled**, by clicking on “Submit”.

Registration completed successfully

Please check your email to get your access details
User and Account Validation

Once registered, you will receive a confirmation email within a short period. Two cases can occur:

1) **Your account is not eligible for the service.** In that case, you may contact IATA Customer Service for further information.

   Sandbox: IATA Customer Portal - Access to One Id NDC Matchmakerrejected
   From: IATA Noreply <noreply@iata.org>
   Date: 2019-05-20 11:38
   -- Show pictures. --

   Note that this is a system generated message. Please do not respond to this email.

   Dear Mrs. Amanda Mi,
   We regret to inform you that your request to access One Id NDC Matchmaker Service has been rejected by your IATA Customer Service.
   For additional information, please, log a case with IATA Customer Service here.
   Thank you.
   IATA Customer Service

2) **Your account is validated.** You will receive the following email, which will give you a temporary password to finalize your registration.

   Welcome to IATA Identity Portal
   From: IATA Noreply <noreply@iata.org>
   Date: 2019-04-11 15:23
   -- Show pictures. --

   Note that this is a system generated message. Please do not respond to this email.

   Dear Mrs. John Do,
   Welcome to NDCMM. Your e-mail address is iata1@yopmail.com Your temporary password is xxZmsI1a
   Please click on the button below to finalize your registration process:
   Complete your registration
   Thank you for signing up,
   IATA Customer Service
   iata.org/cs

   Follow the "complete your registration" link to create a new password.
You can validate your new password by clicking on “Change your password”, which will redirect you to the below page.

Once there, you just need to log out. Our teams will validate your account within a short period, and you will receive a confirmation email which will grant you access to the NDC Matchmaker Service.

IATA Customer Portal - Access to One Id NDC Matchmaker granted

From: IATA.Noreply <noreply@iata.org>
Date: 2019-04-25 11:31

--- Show pictures. ---

Note that this is a system generated message. Please do not respond to this email.

Dear Mrs. John Doe,

Congratulations!
Your access to One Id NDC Matchmaker Service has been granted. You can access it here.

Thank you.

IATA Customer Service
User Login

First login

You can access the Login page via the link attached in the confirmation email, or by clicking on the "Log in here" link in the NDC Matchmaker home page.

To login, enter your email address and your new password and click on "Login".

You will be redirected to the below page.
Click on “Accept” to confirm that you have read and accept the latest Terms and Conditions for NDC Matchmaker and to get access to the NDC Matchmaker Service.

Profile Editing

Click on “Edit” to enter your information. You can get the definition of each field by clicking on it.
Account information

NDC Matchmaker

Go to the NDC Matchmaker website

Save  Cancel

Account Information

Account Name: BCD
Website
Country: France
Contact Person: Luc
Contact Email: luc@yopmail.com

Company Type: Seller
Agent Identifier
Region: Europe

NDC Certification Level

Schema Version
Available: 1.1.3, 16.1, 16.2, 17.2
Chosen: 15.2, 17.1

Email address that will receive the notification from partners who wants to connect.
NDC Capabilities

Mandatory fields

Click on “Save” once you have filled all mandatory fields. Please note that you cannot save your information until you have not filled all the mandatory fields.

Submission

Once you are done, go back to the top of the page and click on “Submit For Approval”.

NDC Matchmaker

Go to the NDC Matchmaker website

Account Information

Please note that IATA will validate your Profile Card only once. After that, you will be able to edit your profile information at any time and your profile card will be updated on the NDC Matchmaker platform without prior approval.

We recommend you keep your profile card updated to benefit fully from the NDC Matchmaker Service.
You will receive an email confirming that you submitted your information.

Dear Customer,

Thank you for your recent enquiry. Case #09781310 “NDC Matchmaker - Validate NDC Capability” has now been created and a Customer Service Representative will contact you shortly. Please ensure you refer to this Case Number in any further contact with us about this enquiry.

Best regards,
IATA Customer Service

NDC Relations

Once your Profile Card is validated, you will need to enter your NDC Relations (i.e. connected partners) in the dedicated section, at the bottom of the page.

Click on “New”. Select your partners among the list and click on “Create”.

These partners will receive an email notification as soon as you connect to them.
Please note that they will have the option to remove the connection from their Profile Card. In such cases, you will receive an email notification.

You can also easily remove a connection by selecting it and clicking on "Delete". In the latter case, the airline in question will be notified by email.
Profile card

Once your registration is complete, every user will have access to the below information displayed on your Profile.

**CLICK TRAVEL LTD**

![Comparison and Contact Buttons]

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**NDC profile**

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agent identifier</td>
<td>91279720</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.clicktravel.com">www.clicktravel.com</a></td>
</tr>
<tr>
<td>Region</td>
<td>Europe</td>
</tr>
<tr>
<td>HQ country</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Operating countries</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Live on NDC</td>
<td>Yes</td>
</tr>
<tr>
<td>NDC certification level</td>
<td><img src="image" alt="NDC Certification Level 5" /></td>
</tr>
<tr>
<td>Standard version</td>
<td>16.1</td>
</tr>
<tr>
<td></td>
<td>17.2</td>
</tr>
<tr>
<td>Seller type</td>
<td>Online Travel Agency</td>
</tr>
<tr>
<td></td>
<td>Travel Management Company</td>
</tr>
<tr>
<td>Type of connectivity</td>
<td>NDC Direct Connect</td>
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<tr>
<td>Last updated</td>
<td>2019-06-18</td>
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</tbody>
</table>