NDC MATCHMAKER: REGISTRATION GUIDE
AGGREGATORS
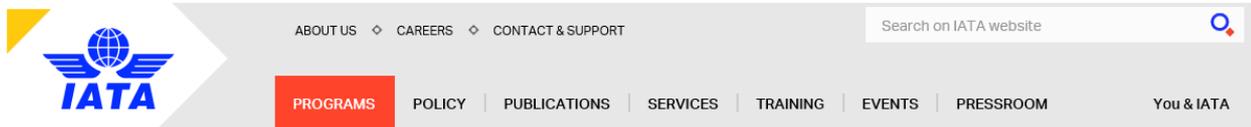
Contents

User Registration

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

Registration Process

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 1ld. In that case, fill your credentials in the login page. You will be redirected to the NDC Matchmaker page in 1ld.

- 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

① Email Validation

② Contact Details

* Salutation

Mr.	▼

* First Name	* Last Name
John	Do

* Job Title

NDC Manager

* Job Function

Human Resources
IT
Legal
Marketing&Sales
Media
Operations

*Select all functions that apply

* Business Phone	Mobile Phone
🇨🇭 ▾ 0791234567	🇨🇭 ▾ 078 123 45 67

Business Fax

🇨🇭 ▾ 078 123 45 67

③ 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**: Aggregator.

Select your **Headquarters country**.

* 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.

* Mandatory fields

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.

Your password must have at least:
- 8 characters
- 1 letter
- 1 number

CHANGE PASSWORD

You can validate your new password by clicking on "**Change your password**", which will redirect you to the below page.

JOHN DO ▼

NDC Matchmaker

Go to the NDC Matchmaker website

The access status "Access Requested" prevents you to access NDC Matchmaker

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 11:01

Encoding: worldwide (utf-8) ▼

-- Show pictures. --

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

Dear Mrs. John Do,

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

NDC Matchmaker

Go to the NDC Matchmaker website

Edit ⬅

Account Information

Click on "**Edit**" to enter your information. You can get the definition of each field by clicking on ℹ.

Account information

NDC Matchmaker

Go to the NDC Matchmaker website

Save **Cancel**

Account Information

Account Name	Company Type
EFG	Aggregator

Website	Agent Identifier

Country	Region
France	Europe

* Contact Person

* Contact Email ℹ

> E-mail address that will receive the notification from partners who wants to connect

NDC Certification Level	ℹ --None-- ▾	Schema Version	ℹ Available	Chosen

Available:
16.2
17.1
17.2
18.1

Reach - Number of Sellers Connected ℹ

Save **Cancel**

* 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**".

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.

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.

NDC Relations

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**.