

# STEP BY STEP INSTRUCTIONS TO CREATE YOUR ACCOUNT FOR THE FIRST TIME

**IF YOU SET UP AN ONLINE ACCOUNT PREVIOUSLY TO ACCESS THE PASSENGER PORTAL YOU DO NOT NEED TO CREATE A NEW ONE.** SCROLL TO THE BOTTOM OF THE PAGE FOR INSTRUCTIONS ON HOW TO LOG BACK IN TO YOUR ACCOUNT

**STEP1: Enter your Postal Code in the box below & click the Submit button**  
Your Member number and company will be pre-populated for you.

 855-697-8687



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## Create an Account

### Create a Travel Professional Account

#### Company Information

If you do not know your member number, please contact us at 800-852-5655

Member Number

1907524

IATA  CLIA  Company #

Postal Code

Enter Company Postal Code

Please verify this information is correct before submitting

Submit

**STEP2: Enter your Last Name & click the Submit button**

Your Company Name will be pre-populated for you.

## Create an Account

### Create a Travel Professional Account

#### Company Information

If you do not know your member number, please contact us at 800-852-5655

Member Number

IATA  CLIA  Company #

Postal Code

Company Name

#### Travel Professional Information

Last Name

Enter Your Last Name

Please verify this information is correct before submitting

Submit

### STEP3: Enter / Verify your Email Address & Create your Password.

Click the Submit button

Keep your username & password handy, you will use it to log back in to your account.

## Create an Account

### Create a Travel Professional Account

#### Select Travel Professional

	Last Name	First Name	Middle Name	Phone	Fax	Email
<input checked="" type="radio"/>	Smith	Karen		+1(508)777-8888		

#### Create Password

Email / User Name

Password

Confirm Password

Please verify this information is correct before submitting

Enter your Email address & Create your Password (*password must be at least 6 characters long and include a number and one upper case letter*).

### STEP4: CONGRATULATIONS! You have successfully created your Account.

Keep your username & password handy, you will use it to log back in to your account.

**You now have Access to the Gateway for Travel Professionals!**

## If you receive the below error message: You have already created an Account

**Create an Account**

Create a Travel Professional Account

*Sorry. Account for provided contact already exists.*

**Select Travel Professional**

	Last Name	First Name	Middle Name	Phone	Fax	Email
<input checked="" type="radio"/>	Smith	Karen		+1(508)777-8888		

**Create Password**

Email / User Name

Password

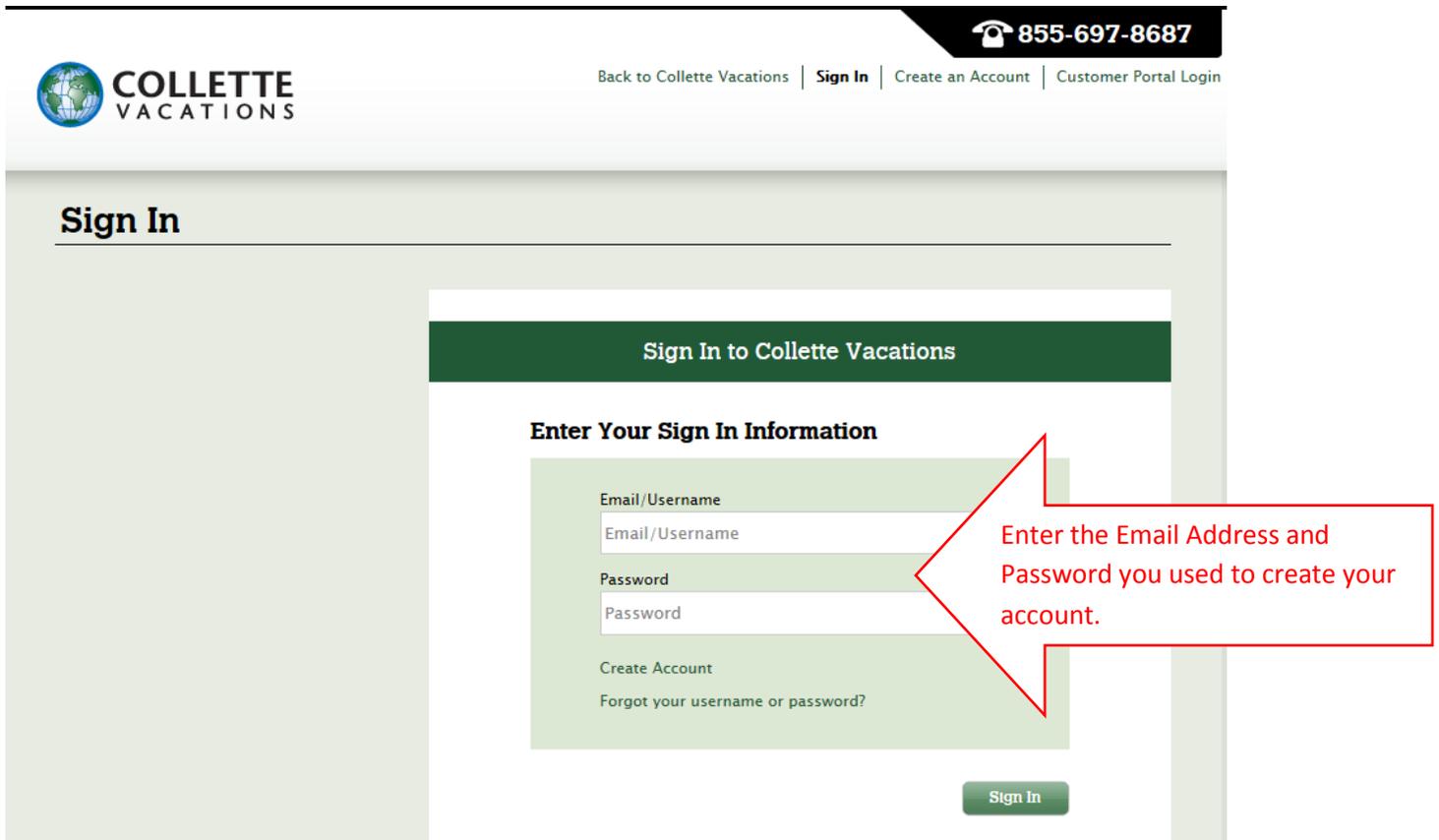
Confirm Password

Please verify this information is correct before submitting

If you receive this message - Your Account has been previously created. Scroll down to learn how to LOGIN IN.

## STEP BY STEP INSTRUCTIONS – HOW TO LOG BACK IN TO YOUR ACCOUNT AFTER IT HAS BEEN CREATED

**STEP1:** CLICK ON: <https://my.collettevacations.com/Gateway/User/SignIn>



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### COLLETTE VACATIONS

## Sign In

### Sign In to Collette Vacations

#### Enter Your Sign In Information

Email/Username  
Email/Username

Password  
Password

Create Account  
Forgot your username or password?

Sign In

Enter the Email Address and Password you used to create your account.

**STEP2: You have successfully Signed in to Your Account.**

Keep your username & password handy, you will use it to log back in to your account.

**You now have Access to the Gateway for Travel Professionals!**