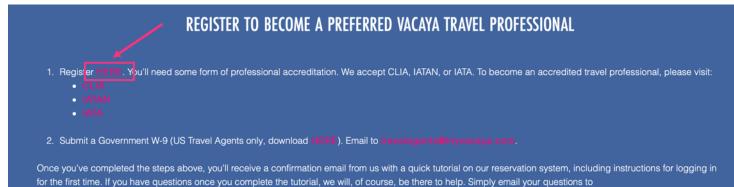
Registering to Become an Authorized Travel Agent/ Seller of VACAYA – Step 1

Go to the Footer of any of our webpages and click on "Travel Pro Guidelines" (under the far-right Travel Pro Resources column)

About VACAYA	Guest Resources	Press Center	Travel Pro Resources
Our Name	Guest Terms & Conditions	Articles + Press Releases	Travel Pro Guidelines
Our Team	Privacy Policy	Image & Logo Downloads	Travel Pro Registration Instructions
Careers	Travel Insurance		Downloadable IRS W-9 Form
Founder's Club	FAQs		OnDemand Print Shop
Sign Up	Blog		
	Marketplace		
Copying or unauthorized	d use of any copyrighted material or trademarks	pages, contents, and code are © 2020 W without the express written consent of its i alifornia Department of Justice, CST# 213	owner is strictly prohibited. All rights reserved
		igita 🚽	

On the next page, click HERE to begin the initial registration process.



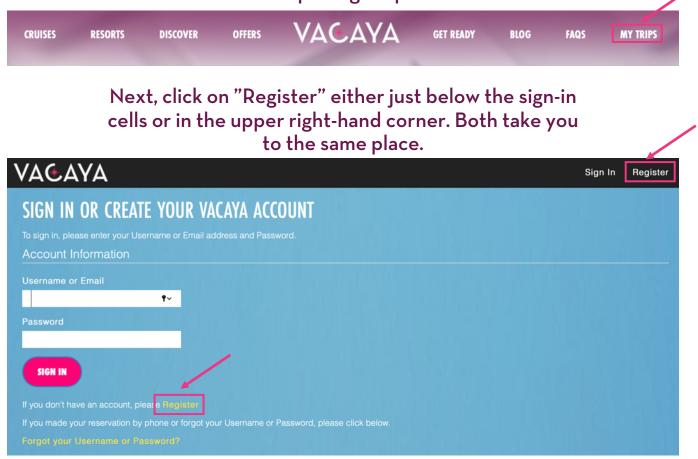
Complete the registration form with all required information, verify that you're not a robot, and then hit the big pink REGISTER button.

This completes Step 1. From here, VACAYA will review your application and reach out to you via email when you're ready to begin. In the meantime, complete Step 2.

REGISTER REGISTRATION
REGISTER YOUR AGENCY
Thank you for your desire to become a registered travel agent with WACMA. Please III out the form below which is Step 1 in the registration process. Soon after you've completed this form, you'll receive an email from us with further instructions for setting up your separate agent profile in our online Reservations Management System. Once your secondary RMS profile has been activated by WACMA, your registration will be complete and you'l be on your way to earning valuable commission in no terrel.
LAST NAME*
AGENCY NAME*
In not a model

Registering to Become an Authorized Travel Agent/ Seller of VACAYA – Step 2

It is now time to set up your profile, username, and password to access VACAYA's online reservation management system. Click on MY TRIPS from any webpage on our site. We recommend using the same username and password you used when completing Step 1.

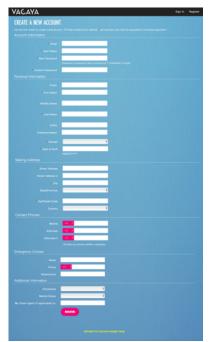


Follow all requests for info until you complete setting up your profile.

Once all required information is in place, click on the big pink REGISTER button.



The final step is now in VACAYA's hands. Once we review your initial application, we will go into our RMS and toggle you on as an authorized seller of VACAYA. This review usually takes us less than 24 hours to complete from start to finish.



Registering to Become an Authorized Travel Agent/ Seller of VACAYA – Step 2

Once your profile has been built, we'll need you to complete and email to us your agency's W-9. Please send to travelagents@myvacaya.com.

You can access a fillable/printable form under Travel Pro Resources in the footer on any of our webpages.

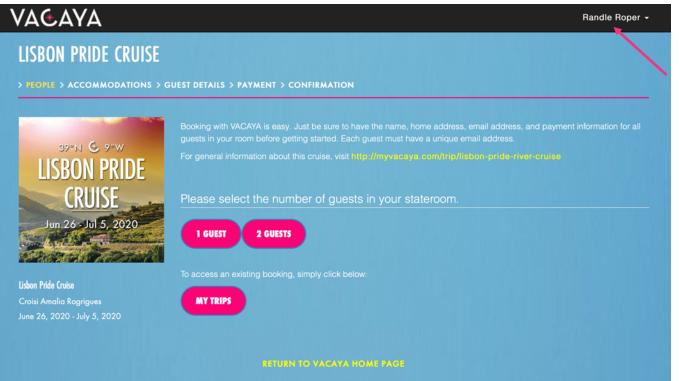
Departmen	N-9 ober 2018) It of the Treasury	Request for Identification Numbe	r and Certific		requ	Form to the lester. Do not to the IRS.
	venue Service Name (as shown o	Go to www.irs.gov/FormW9 for instru- on your income tax return). Name is required on this line; do n		information.		
2	Business name/di	sregarded entity name, if different from above				
bag	Check appropriate following seven be		_	_	4 Exemptions (co certain entities, no instructions on pa	t individuals; see
De Gr	Individual/sole proprietor or C Corporation S Corporation single-member LLC		Partnership	Trust/estate	Exempt payee cod	le (if any)
Cti th		company. Enter the tax classification (C=C corporation, S=S				
Print or type.	LLC if the LLC another LLC th	he appropriate box in the line above for the tax classification is classified as a single-member LLC that is disregarded from at is not disregarded from the owner for U.S. federal tax pury from the owner should check the appropriate box for the tax.	n the owner unless the own poses. Otherwise, a single	ner of the LLC is -member LLC that	anda (if am)	ATCA reporting
Zbecific P	Other (see instr				(Applies to accounts main	stained outside the U.S.)
	Address (number,	street, and apt. or suite no.) See instructions.	P	lequester's name	and address (option	al)
ee s	City, state, and ZI	P code				
7	List account numb	er(s) here (optional)				
Part I	Taynov	er Identification Number (TIN)				
		ropriate box. The TIN provided must match the name	given on line 1 to avoid	j Social se	curity number	
backup v	withholding. For i	individuals, this is generally your social security numb	per (SSN). However, for			
		etor, or disregarded entity, see the instructions for Pa er identification number (EIN). If you do not have a nu				
TIN, later	r.		-	or	1.0	
		more than one name, see the instructions for line 1. A uester for guidelines on whose number to enter.	Also see What Name an	d Employer	r identification num	iber
Number	TO GIVE THE HEY	dester for guidelines on whose number to enter.				
					-	
Part I	Certific	ation			-	
Part I Under po	Certific enalties of perjury				-	
Under pe 1. The nu 2. I am n Servic	enalties of perjury umber shown on ot subject to bac e (IRS) that I am	y, I certify that: this form is my correct taxpayer identification numbe :kup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure	up withholding, or (b) I	have not been r	notified by the Inte	
Under pe 1. The nu 2. I am n Servic no Ion	enalties of perjun umber shown on ot subject to bac e (IRS) that I am ger subject to ba	y, I certify that: this form is my correct taxpayer identification numbe kup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and	up withholding, or (b) I	have not been r	notified by the Inte	
Under pe 1. The nu 2. I am n Servic no lon 3. I am a	enalties of perjuny umber shown on ot subject to bac e (IRS) that I am ger subject to ba U.S. citizen or o	y, I certify that: this form is my correct taxpayer identification numbe :kup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure	tup withholding, or (b) I to report all interest or	have not been r dividends, or (c)	notified by the Inte	
Under pr 1. The nu 2. I am n Servic no Ion 3. I am a 4. The F/ Certifica you have acquisitic	nalties of perjun- umber shown on ot subject to bac- e (IRS) that I am ger subject to ba U.S. citizen or o ATCA code(s) en tion instructions failed to report al n or abandonmer	y, I certify that: this form is my correct taxpayer identification numbe kup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and	withholding, or (b) I to report all interest or from FATCA reporting filed by the IRS that you te transactions, item 2 d to to an individual retirem 2	have not been r dividends, or (c) is correct. are currently sub oes not apply. Fe nent arrangemen	notified by the Inte) the IRS has notif bject to backup witt or mortgage interes at (IRA), and genera	holding because tholding because st paid, ally, payments
Under pe 1. The nu 2. I am n Servic no Ion 3. I am a 4. The F/ Certifica you have acquisitic	nalties of perjun- umber shown on ot subject to bac- e (IRS) that I am ger subject to ba U.S. citizen or o ATCA code(s) en tion instructions failed to report al n or abandonmer	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been notil I interest and dividends on your tax return. For real estat n of secured property, cancellation of debt, contribution	up withholding, or (b) I to report all interest or from FATCA reporting fifed by the IRS that you te transactions, item 2 d is to an individual retiren t you must provide your	have not been r dividends, or (c) is correct. are currently sub oes not apply. Fe nent arrangemen	notified by the Inte) the IRS has notif bject to backup witt or mortgage interes at (IRA), and genera	holding because tholding because st paid, ally, payments
Under pe 1. The nu 2. I am n Servic no lon 3. I am a 4. The F, Certifica you have acquisitic other that Sign Here	nalties of perjuny umber shown on of subject to baz e (IRS) that I am ger subject to baz U.S. citizen or o ATCA code(s) en tion instructions failed to report al on or abandommer in interest and divi	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a resuit of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been noti I interest and dividends on your tax return. For real esta to of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but	up withholding, or (b) I to report all interest or from FATCA reporting ified by the IRS that you te transactions, item 2 d ns to an individual retiren t you must provide your Da • Form 1099-DIV (divid	have not been r dividends, or (c) is correct. are currently sub oes not apply. For nent arrangemen correct TIN. See	notified by the Inte) the IRS has notif opject to backup with or mortgage interest nt (IRA), and genera the instructions for	ied me that I am hholding because st paid, ally, payments r Part II, later.
Under pr 1. The nu 2. I am n Servic no lon 3. I am a 4. The F, Certifica you have acquisitic other tha Sign Here General	naities of perjun umber shown on to subject to bac e (IRS) that I am ger subject to ba U.S. citizen or o TCA code(s) en tion instructions failed to report al n or abandonmer n interest and div Signature of U.S. person > eral Instru	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a resuit of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been noti I interest and dividends on your tax return. For real esta to of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but	In the second se	have not been r dividends, or (c) is correct. are currently sub ces not apply. Fr enent arrangemen correct TIN. See te ►	notified by the Inte) the IRS has notif bject to backup with or mortgage interen- tt (IRA), and genera- the instructions for the structions for g those from stock	holding becaus st paid, ally, payments r Part II, later.
Under pr 1. The nu 2. I am n Servic no lon 3. I am a 4. The F, Certifica you have acquisitic other tha Sign Here Section 1 noted. Future d	nalties of perjun umber shown on to subject to bac e (IRS) that I am ger subject to ba U.S. citizen or o TCA code(s) en tion instructions failed to report al n or abandonmen in interest and div Signature of U.S. person ► Eral Instru references are to levelopments. F	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been notil I interest and dividends on your tax return. For real estat in of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature UCTIONS the Internal Revenue Code unless otherwise for the latest information about developments	in point of the second	have not been r dividends, or (c) is correct. are currently sub oes not apply. Fo nent arrangemen correct TIN. See te > dends, including trious types of ir	notified by the Inte) the IRS has notif bject to backup with or mortgage interes it (IRA), and genera the instructions for g those from stock ncome, prizes, aw	hholding becaus st paid, lily, payments r Part II, later. ss or mutual vards, or gross
Under pr 1. The nu 2. I am nu Servic no Ion 3. I am a 4. The F/ Certifica you have acquisitic other that Sign Here Section r noted. Future d related tr	nalties of perjun umber shown on ot subject to bac e (IRS) that I am ger subject to bac U.S. citizen or o TCA code(s) em tion instructions failed to report al no or abandommen n interest and divi Signature of U.S. person ► Eral Instru references are to levelopments. F p form V-9 and	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure takup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been not li interest and dividends on your tax return. For real estan th of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Uctions the Internal Revenue Code unless otherwise	in withholding, or (b) I to report all interest or from FATCA reporting ified by the IRS that you te transactions, Item 2 d as to an individual retiren tyou must provide your ba • Form 1099-DIV (divic funds) • Form 1099-MISC (va proceeds) • Form 1099-B (stock transactions by broker	have not been r dividends, or (c) is correct. are currently sub ces not apply. Fi nent arrangemen correct TIN. See te ► dends, including rious types of ir or mutual fund s s)	notified by the Inte) the IRS has notif bject to backup with or mortgage interen- tt (IRA), and genera- the instructions for the instructions for g those from stock income, prizes, aw sales and certain of	ied me that I am hholding because st paid, ally, payments r Part II, later.
Under pe 1. The nu 2. I am nu servic no ion 3. I am a 4. The F/ Certifica you have acquisitic other than Sign Here Section n noted. Future d related tr after they	nalties of perjun umber shown on ot subject to bac e (IRS) that I am ger subject to bac U.S. citizen or o TCA code(s) em tion instructions failed to report al no or abandommen n interest and divi Signature of U.S. person ► Eral Instru references are to levelopments. F p form V-9 and	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been noti II interest and dividends on your tax return. For real esta in of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Uctions the Internal Revenue Code unless otherwise fits instructions, such as legislation enacted I, go to www.irs.gov/FormW9.	In the second se	have not been r dividends, or (c) is correct. are currently sub oes not apply. F(nent arrangemen correct TIN. See te ► dends, including trious types of ir or mutual fund s s) ads from real es	notified by the Inte) the IRS has notif bject to backup with or mortgage interes it (IRA), and genera the instructions for g those from stock income, prizes, aw sales and certain of state transactions)	ied me that I am hholding becaus st paid, ally, payments r Part II, later.
Under pr 1. The nu 2. I am n Servic no ion 3. I am a 4. The F, Certifica you have acquisitic other tha Sign Here Section 1 noted. Future d related tr after they An indivi	nalties of perjun umber shown on of subject to bak e (IRS) that I am ger subject to bak U.S. citizen or o TCA code(s) en tion instructions failed to report al n or abandomme n interest and div Signature of U.S. person > eral Instru references are to levelopments. F o Form W-9 and y were published on or form dual or entity (Fo	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a resuit of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been noti Il interest and dividends on your tax return. For real estal in of secured property, cancellation of debit, contribution idends, you are not required to sign the certification, but Signature Uctions the Internal Revenue Code unless otherwise for the latest information about developments its instructions, such as legislation enacted I, go to www.irs.gov/FormW9. m W-9 requester) who is required to file an	In the second se	have not been r dividends, or (c) is correct. are currently sub ces not apply. Fr enent arrangemen correct TIN. See te > dends, including trious types of in or mutual fund s (s) dots from real es ant card and thi	notified by the Inte) the IRS has notif bject to backup with or mortgage interes tt (IRA), and genera the instructions for g those from stock ncome, prizes, aw sales and certain of state transactions) ird party network i	ied me that I an hholding becaus st paid, ally, payments r Part II, later. cs or mutual ards, or gross other transactions)
Under pe 1. The nu 2. I am n Servic no Ion 3. I am a 4. The F/ Certifica you have acquisitie other that Sign Here Section n noted. Future of related tr after the Purpoc An indiviti informati	nalties of perjun umber shown on ot subject to bac e (RS) that I am ger subject to bac U.S. etizen or o TCA code(s) en tion instructions failed to report al NTCA code(s) en tion instructions failed to report al Signature of U.S. person ► Eral Instru references are to tevelopments. F o Form W-9 and y were published DSE of Form dual or entity (Fo on return with th	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been notil I interest and dividends on your tax return. For real esta in of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature UCLIONS the Internal Revenue Code unless otherwise or the latest information about developments its instructions, such as legislation enacted I, go to www.irs.gov/FormW9. m W-9 requester) who is required to file an e IRS must obtain your correct taxpayer	In the second se	have not been r dividends, or (c) is correct. are currently sub oes not apply. F oen at argagement te ► dends, including trious types of ir or mutual fund s s) eds from real es ant card and thi ortgage interest	notified by the Inte) the IRS has notif bject to backup with or mortgage interes tt (IRA), and genera the instructions for g those from stock ncome, prizes, aw sales and certain of state transactions) ird party network i	ied me that I an hholding becaus st paid, ally, payments r Part II, later. cs or mutual ards, or gross other transactions)
Under pe 1. The ni 2. I am n Servic no lon 3. I am a 4. The F, Certifica you have acquisitic other tha Sign Here General Section 1 noted. Future d related tr after they Putprof CSSN, in 1 Sign, Here Section 2 Section 3 Section 2 Section 3 Section 3	nailies of perjun umber shown on ot subject to bace e (IRS) that I am ger subject to bace e (IRS) that I am ger subject to be U.S. citizen or o U.S. citizen or o tion instructions failed to report al NTCA code(s) eni tion instructions failed to report al U.S. person > Comparison of the signature of U.S. person > Comparison of the comparison of the comp	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been notil I interest and dividends on your tax return. For real estat in of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Uctions the Internal Revenue Code unless otherwise or the latest information about developments its instructions, such as legislation enacted it, go to www.irs.gov/FormW9. m rm W-9 requester) who is required to file an e IRS must obtain your social security number i dentification number (TIN), adoption	up withholding, or (b) I to report all interest or from FATCA reporting lifed by the IRS that you te transactions, item 2 d is to an individual retiren tyou must provide your bound the state of the state funds) • Form 1099-MISC (va proceeds) • Form 1099-MISC (va proceeds) • Form 1099-MISC (va proceeds) • Form 1099-S (proce • Form 1099-K (merch • Form 1098 (home m 1098-T (ution) • Form 1099-C (cance	have not been r dividends, or (c) is correct. are currently sub oes not apply. For enert arrangemen correct TIN. See te > dends, including trious types of ir or mutual fund ts s) s) dots from real es ant card and thi ortgage interest led debt)	notified by the Inte) the IRS has notif bject to backup with or mortgage interes it (IRA), and genera the instructions for g those from stock income, prizes, aw sales and certain (state transactions) ird party network t), 1098-E (student	ied me that I an hholding becaus at paid, ally, payments r Part II, later. so or mutual ards, or gross other transactions) loan interest),
Under pe 1. The ni 2. I am n 3. I am a 4. The F, Certifica you have acquisitic other tha Sign Here Gene Section r noted. Future of related tr after they Purpoc (SSN), in r	naities of perjun umber shown on of subject to bac e (IRS) that I am ger subject to bac e (IRS) that I am ger subject to ba transmission of abandomer failed to report al XCA code(s) eni tion instructions failed to report al XCA code(s) eni tion instructions failed to report al XCA code(s) eni tion instructions failed to report al XCA code(s) eni U.S. person > Code of the transmission of the transmission	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been noti li interest and dividends on your tax return. For real estat in of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Signature Uctions the Internal Revenue Code unless otherwise for the latest information about developments its instructions, such as legislation enacted I, go to www.irs.gov/FormW9. m m W-9 requester) who is required to file an e IRS must obtain your social security number ridentification number (TIN), adoption mber (ATIN), or employer identification number m	In the second se	have not been r dividends, or (c) is correct. are currently sub oes not apply. Fr hent arrangemen ter ▶ dends, including rious types of ir or mutual fund s s) eds from real es ant card and thi ortgage interest led debt) ition or abandori if you are a U.S.	notified by the Inte) the IRS has notif bject to backup with or mortgage interes tt (IRA), and genera the instructions for g those from stock ncome, prizes, aw sales and certain of state transactions) ird party network 1 (), 1098-E (student ment of secured p	ied me that I an hholding becaus st paid, ally, payments r Part II, later. ss or mutual ards, or gross other transactions) t loan interest), property)
Under pr 1. The nu 2. I am no lon 3. I am a 4. The F/ Certifica you have acquisitic other that Sign Here Section 1 noted. Future dr related tr after they Purpor An indivi informatic identifica (SSN), in it taxpayer (EIN), to amount 1	naities of perjury umber shown on of subject to bac e (IRS) that I am ger subject to bac e (IRS) that I am ger subject to bac tu.S. citizen or o ATCA code(s) en tion instructions failed to report al on or abandonmew in interest and divi Signature of U.S. person ► eral Instru- references are to bevelopments. F o Form V-9 and y were published on retury with th totion number (TIN dividual taxpaye identification nu report an an info	y, I certify that: this form is my correct taxpayer identification numbe skup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure ackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been notil li interest and dividends on your tax return. For real esta in to f secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Signature UCLIONE It he Internal Revenue Code unless otherwise for the latest information about developments its instructions, such as legislation enacted , go to www.irs.gov/FormW9. M I'' W-9 requester) who is required to file an e IRS must obtain your social security number r identification number (TIN), adoption mber (ATIN), or employer identification number rmation return the amount paid to you, or other information return. Examples of information	up withholding, or (b) I to report all interest or from FATCA reporting filed by the IRS that you te transactions, item 2 d is to an individual retirent you must provide your bar Form 1099-DIV (divid funds) Form 1099-MISC (va proceeds) Form 1099-MISC (va proceeds) Form 1099-B (stock transactions by broker Form 1099-S (procee Form 1098-K (merch Form 1098-K (merch Form 1098-K (merch Form 1098-C (cance Form 1099-C (cance Form 1099-C (cance Form 1099-C (cance Form 1099-C (cance) Form 1099-A (acquis Uma Form A) (acquis Uma Form (acquis) alien), to provide your	have not been r dividends, or (c) is correct. are currently sub oes not apply. F(nent arrangemen te ► dends, including trious types of ir or mutual fund s s) ads from real es ant card and thi ortgage interest led debt) if you are a U.S, correct TIN.	notified by the Inte) the IRS has notif bject to backup with or mortgage interes it (IRA), and genera the instructions for g those from stock income, prizes, aw sales and certain or state transactions) ind party network (b), 1098-E (student incoment of secured p p person (including	ied me that I an hholding becaus st paid, lily, payments r Part II, later. so or mutual arads, or gross other transactions) I loan interest), property) g a resident
Under per 1. The nu 2. I am n Servic no lan 3. I am a 4. The F/ Certifica you have acquisitic other that Sign Here Section r noted. Future d related to after they Purpoc An indivi informatic identifica (SSN), in taxpayer (EIN), to amount i returns in	naities of perjury umber shown on of subject to bac e (IRS) that I am ger subject to bac e (IRS) that I am ger subject to bac tu.S. citizen or o ATCA code(s) en tion instructions failed to report al on or abandonmew in interest and divi Signature of U.S. person ► eral Instru- references are to bevelopments. F o Form V-9 and y were published on retury with th totion number (TIN dividual taxpaye identification nu report an an info	y, I certify that: this form is my correct taxpayer identification numbe kup withholding because: (a) I am exempt from back subject to backup withholding as a result of a failure tackup withholding; and ther U.S. person (defined below); and tered on this form (if any) indicating that I am exempt . You must cross out item 2 above if you have been not il interest and dividends on your tax return. For real estal it of secured property, cancellation of debt, contribution idends, you are not required to sign the certification, but Signature Signature Signature Interest the Internal Revenue Code unless otherwise for the latest information about developments its instructions, such as legislation enacted to you <i>is required</i> to file an e IRS must obtain your correct taxpayer i which may be your social scuty number r identification number (ITIN), adoption mber (ATIN), or employer identification number mation return the amount paid to you, or other information return. Examples of information of limited to, the following.	In the second se	have not been r dividends, or (c) is correct. are currently sub oes not apply. Fr enent arrangemen correct TIN. See te > dends, including trious types of in or mutual fund s s) deds from real es ant card and thi ortgage interest led debt) ition or abandon if you are a U.S. Form W-9 to the	notified by the Inte b) the IRS has notif biject to backup with or mortgage interes tt (IRA), and genera the instructions for the instructions for g those from stock ncome, prizes, aw sales and certain (state transactions) ird party network (), 1098-E (student ment of secured p , person (including the requester with a	ied me that I am hholding because st paid, ally, payments r Part II, later. es or mutual eards, or gross other transactions) t loan interest), property) g a resident <i>TIN, you might</i>

Booking Your Clients with VACAYA

VACAYA's online Reservation Management System is available to you 24/7 from anywhere in the world. To get started, you can click on the "BOOK NOW" button for whatever trip you're trying to book for your clients. Once on this landing page, click on "Sign In" in the black bar in the upper right-hand corner.

VA&AYA	Sign In Register
LISBON PRIDE CRUISE	UEST DETAILS > PAYMENT > CONFIRMATION
SPAN C PAN BORN C PAN BORN PRIDE DUN 26 - JUI 5, 2020 JUN 26 - JUI 5, 2020 Liston Pride Cruise Croisi Amalia Rogrigues June 26, 2020 - July 5, 2020	Booking with VACAYA is easy. Just be sure to have the name, home address, email address, and payment information for all guests in your room before getting started. Each guest must have a unique email address. For general information about this cruise, visit http://myvaesaya.com/trtp/llabon-pride rtvmr-cruise Please select the number of guests in your stateroom. I GUEST 2 GUESTS To access an existing booking, simply click below:

After successfully signing in and BEFORE YOU BEGIN booking your clients, you'll want to make sure you see your name in the black bar at the top of your screen. If you don't see your name here, stop and sign in. Otherwise, you'll be in our consumer booking channel and you won't be able to proceed.



Booking Your Clients with VACAYA

You'll know you're in the system correctly if Adult 1 is blank. If your name is there, you are not in the Travel Agent tool.

> PEOPLE > ACCOMMODATIONS > GUI	EST DETAILS > PAYMENT > CONFIRMATIO	אס		Time remaining: 00:29:52	
39°N 🤄 9°W	Guest Name				
LISBON PRIDE	Adult 1 Adult 2				
CRUISE	Lisbon Pride Cruise (June 26, 2020 - July 5, 2020)				
Jun 26 - Jul 5, 2020	Item	Category	Guest	Amount	
	326 - Upper Deck Stateroom Port Taxes and Admin Fees Pre-Paid Gratuities	Upper Deck Stateroom B Administrative Fee Gratuities	Adult 1	\$4,497.00 \$199.00 \$99.00	
	326 - Upper Deck Stateroom	Upper Deck Stateroom B	Adult 2	\$4,497.00	
Lisbon Pride Cruise	Port Taxes and Admin Fees Pre-Paid Gratuities	Administrative Fee Gratuities		\$199.00 \$99.00	
Croisi Amalia Rogrigues June 26, 2020 - July 5, 2020			Item Total	\$9,590.00	

A note to Travel Agents booking themselves on a VACAYA trip:

To do this, you'll need to create a separate profile for yourself in our system. You'll need a separate email address, username, and password from the one you used to register as a Travel Agent. Once your "guest profile" has been set up, to book yourself into a room, log in as usual using your Travel Agent log-in information (where Adult 1 is blank) and then you'll add yourself to the booking by placing your "guest profile" info into the Adult 1 spot.

With two profiles and 2 sets of log-in info, you may occasionally and accidentally log in using the wrong log-in info when you're trying to book one of your clients (especially if you save passwords on your computer). If you're NOT logged in using your Travel Agent profile, there's one clear sign you've done this... your name will be in the Adult 1 spot. If this happens to you, simply sign out and log back in using your Travel Agent log-info. This will ensure Adult 1 is blank and ready for you to input your client's information.

When you log in using your "guest profile" log-in info, you will always see your name in the Adult 1 spot.

When you log in using your "Travel Agent profile" log-in info, the Adult 1 spot will always be blank.