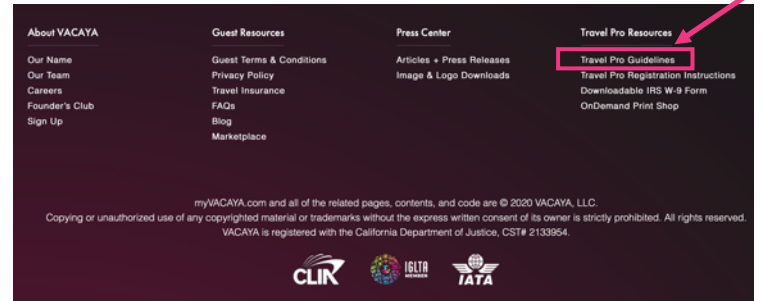


Registering to Become an Authorized Travel Agent/ Seller of VACAYA – Step 1

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



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

REGISTER TO BECOME A PREFERRED VACAYA TRAVEL PROFESSIONAL

1. Register **HERE**. You'll need some form of professional accreditation. We accept CLIA, IATAN, or IATA. To become an accredited travel professional, please visit:

- [CLIA](#)
- [IATAN](#)
- [IATA](#)

2. Submit a Government W-9 (US Travel Agents only, download [HERE](#)). Email to travelagents@myvacaya.com.

Once you've completed the steps above, you'll receive a confirmation email from us with a quick tutorial on our reservation system, including instructions for logging in for the first time. If you have questions once you complete the tutorial, we will, of course, be there to help. Simply email your questions to travelagents@myvacaya.com.

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.

A screenshot of the VACAYA registration form titled 'REGISTER YOUR AGENCY'. The form is set against a background image of a keyboard with a large blue button that says 'REGISTER ONLINE'. The form itself has a dark blue header with the title. Below the header, there is a paragraph of text explaining the registration process. The form contains three input fields: 'FIRST NAME*', 'LAST NAME*', and 'AGENCY NAME*'. Below these fields is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. At the bottom of the form is a large pink button labeled 'REGISTER'.

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.



Next, click on "Register" either just below the sign-in cells or in the upper right-hand corner. Both take you to the same place.

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.

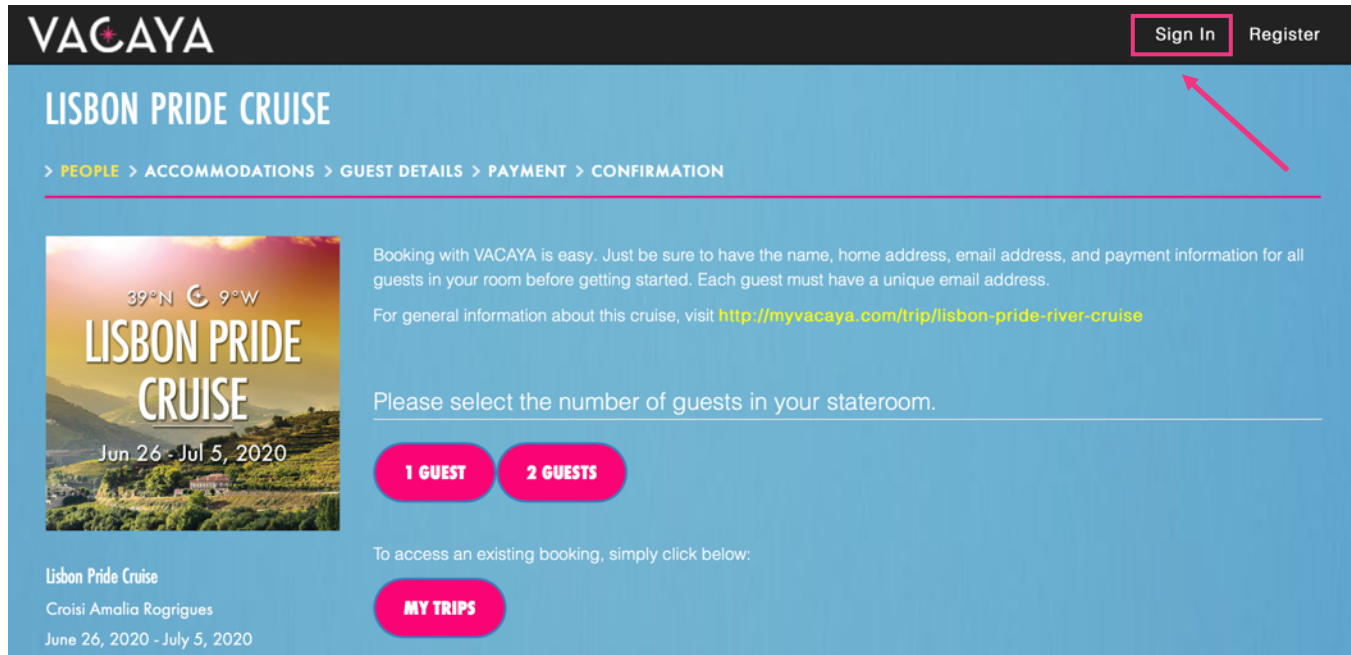
You can access a fillable/printable form under Travel Pro Resources in the footer on any of our webpages.

Start

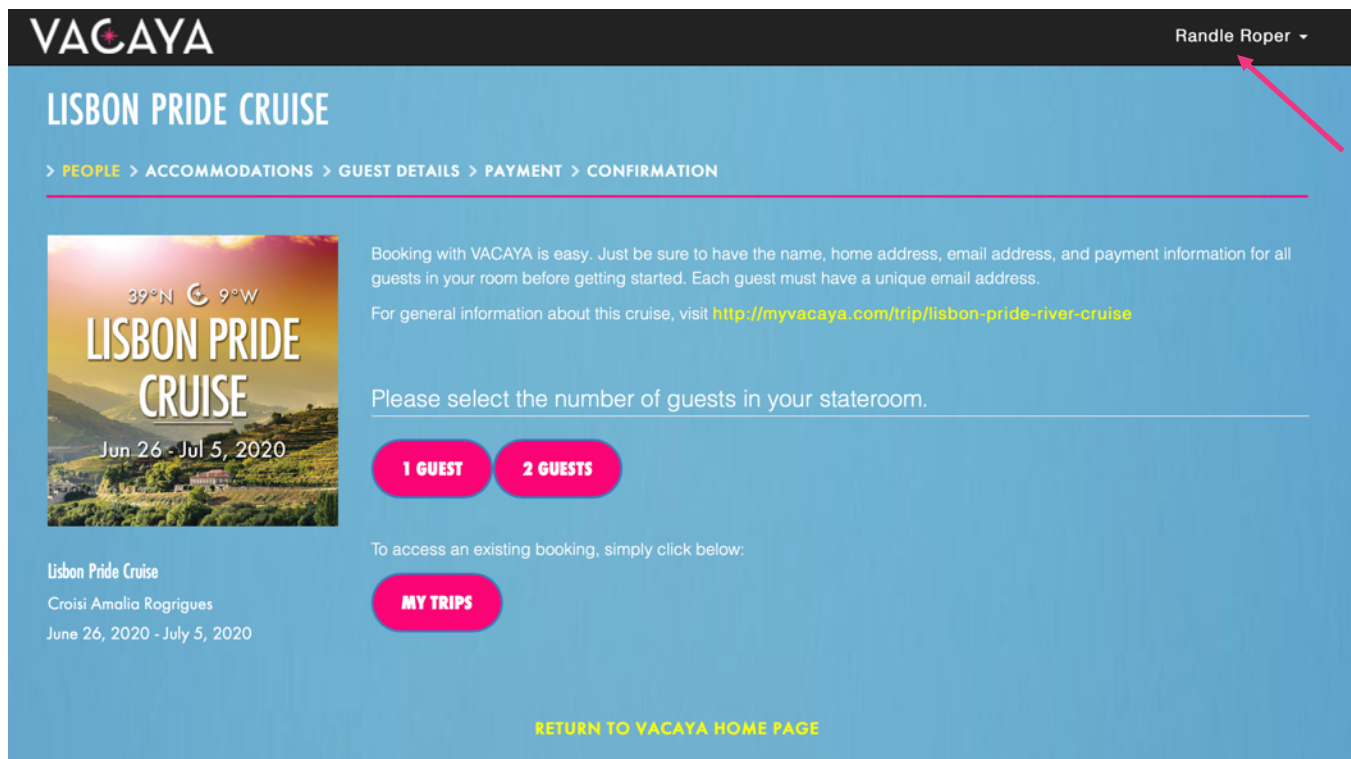
Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.	
Go to www.irs.gov/FormW9 for instructions and the latest information.					
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
2 Business name/disregarded entity name, if different from above					
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.					
<input type="checkbox"/> Individual/sole proprietor or single-member LLC					
<input type="checkbox"/> C Corporation					
<input type="checkbox"/> S Corporation					
<input type="checkbox"/> Partnership					
<input type="checkbox"/> Trust/estate					
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.					
<input type="checkbox"/> Other (see instructions) ▶ _____					
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):					
Exempt payee code (if any) _____					
Exemption from FATCA reporting code (if any) _____					
(Applies to accounts maintained outside the U.S.)					
5 Address (number, street, and apt. or suite no.) See instructions.					
Requester's name and address (optional)					
6 City, state, and ZIP code					
7 List account number(s) here (optional)					
Part I Taxpayer Identification Number (TIN)					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.					
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.					
Part II Certification					
Under penalties of perjury, I certify that:					
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and					
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and					
3. I am a U.S. citizen or other U.S. person (defined below); and					
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.					
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.					
Sign Here		Signature of U.S. person ▶		Signature	
				Date ▶	
General Instructions					
Section references are to the Internal Revenue Code unless otherwise noted.					
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .					
Purpose of Form					
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.					
• Form 1099-DIV (dividends, including those from stocks or mutual funds)					
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)					
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)					
• Form 1099-S (proceeds from real estate transactions)					
• Form 1099-K (merchant card and third party network transactions)					
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)					
• Form 1099-C (canceled debt)					
• Form 1099-A (acquisition or abandonment of secured property)					
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.					
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.					

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.



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** > GUEST DETAILS > PAYMENT > CONFIRMATION

Time remaining: 00:29:52



Lisbon Pride Cruise
Jun 26 - Jul 5, 2020

Lisbon Pride Cruise
Croisi Amalia Rodrigues
June 26, 2020 - July 5, 2020

Guests

Guest Name	Email
Adult 1	
Adult 2	

Lisbon Pride Cruise (June 26, 2020 - July 5, 2020)

Item	Category	Guest	Amount
326 - Upper Deck Stateroom	Upper Deck Stateroom B	Adult 1	\$4,497.00
Port Taxes and Admin Fees	Administrative Fee		\$199.00
Pre-Paid Gratuities	Gratuities		\$99.00
326 - Upper Deck Stateroom	Upper Deck Stateroom B	Adult 2	\$4,497.00
Port Taxes and Admin Fees	Administrative Fee		\$199.00
Pre-Paid Gratuities	Gratuities		\$99.00
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.