

INSTRUCTIONS FOR GDS PROVIDER ACTIVATION BY THE AGENCY

Updated: November 2026

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Agency User Setup to Operate with a GDS Provider

In order to connect to NDC by LATAM through a GDS provider, the agency can create a new user or use a login that already exists in their NDC portal. Please consider that this email will receive some NDC notifications, such as: schedule change notifications, check-in, ancillary service offers, etc.

PRE-CONDITIONS:

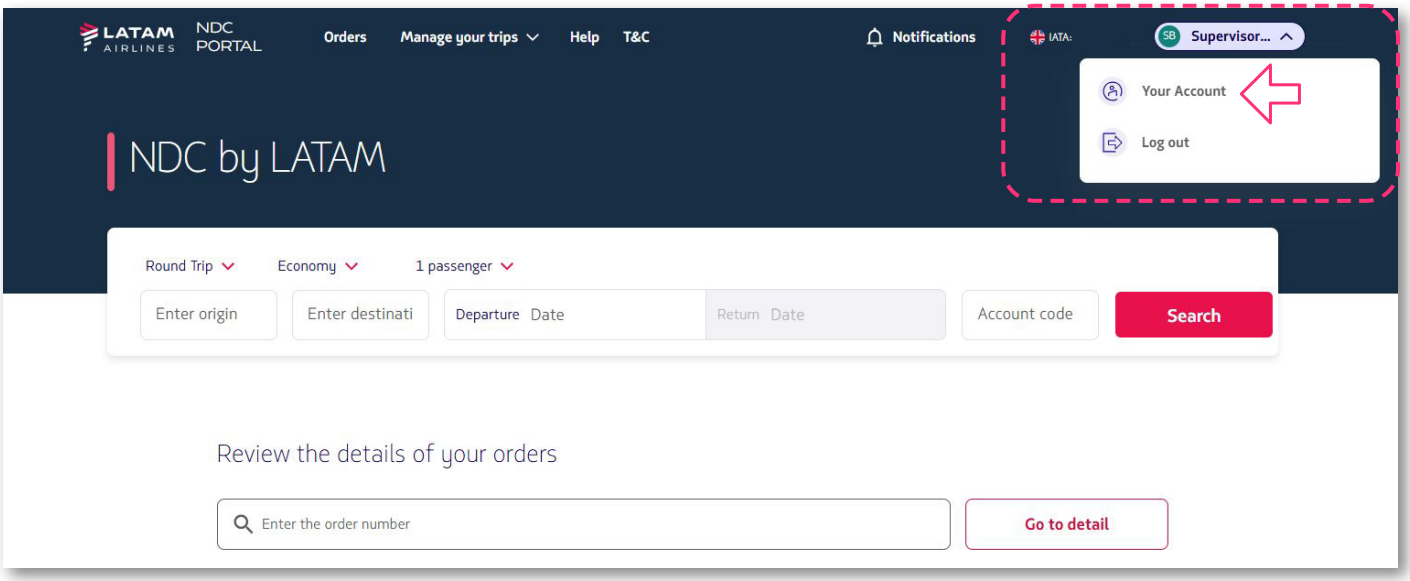
The user creating the new account must:

- **Have access to the NDC Portal by LATAM.**
- **Hold the role of "General Administrator" or "Supervisor," which allows**
- **the creation of new users.**

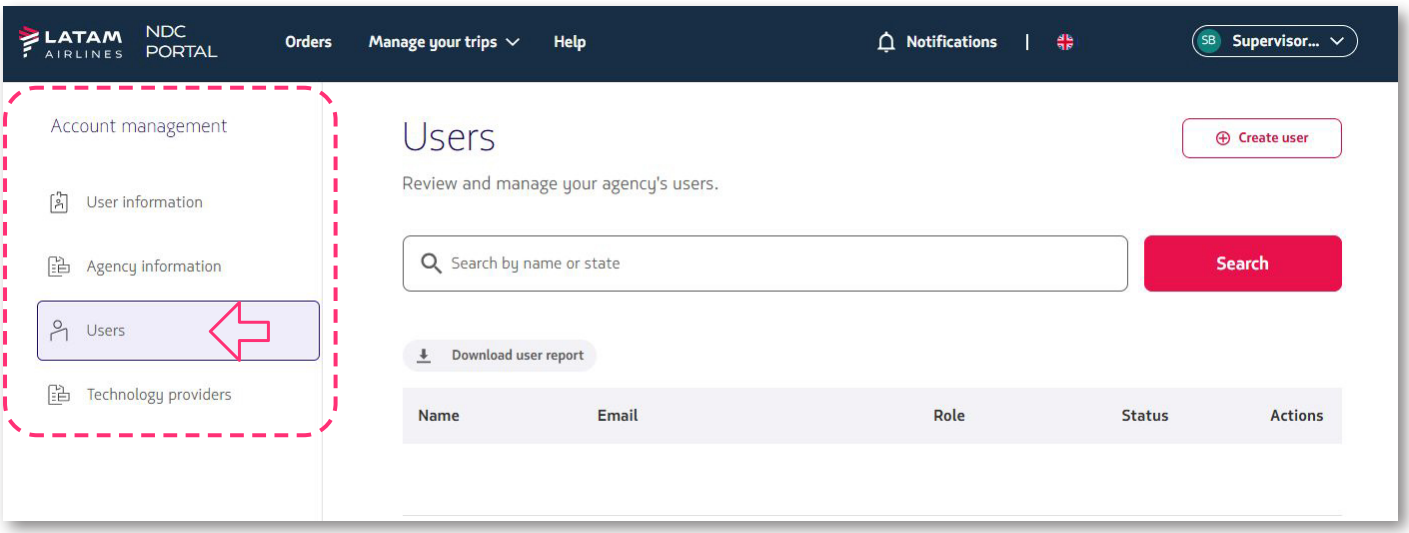
URL NDC PORTAL:

https://www.agency.latamairlines.com

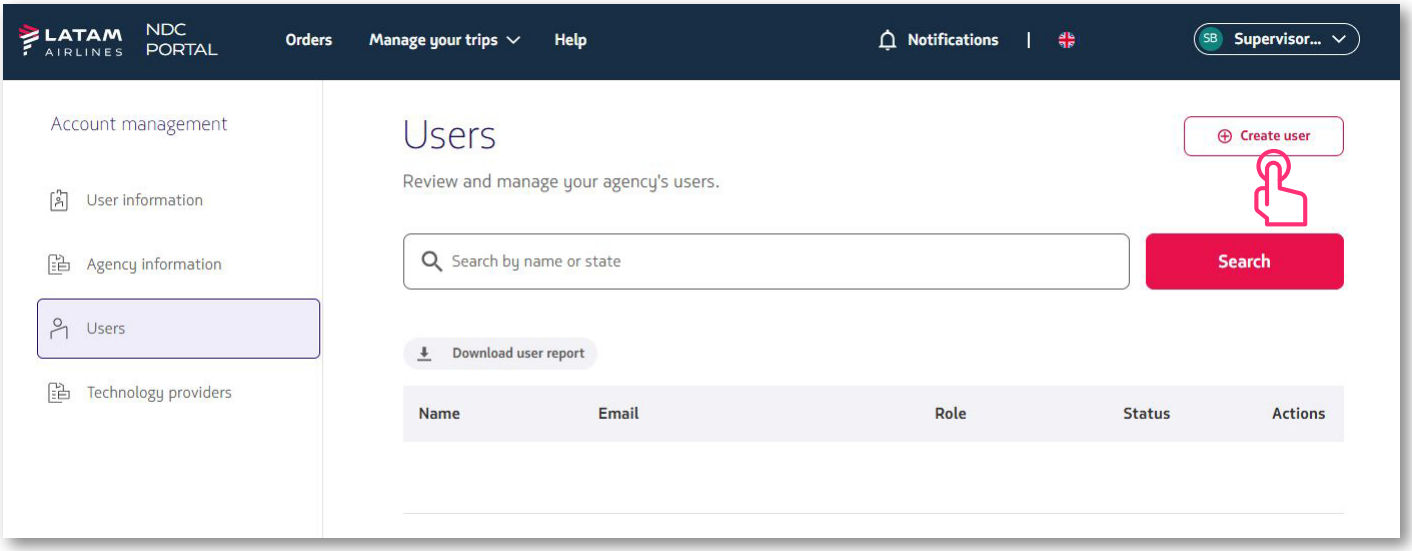
Step 1: If the user you will use in this connection is already created, you can skip to Step 6. **Access the NDC Portal and select the username menu in the upper right corner. Click on "Your Account".**



Step 2: Select "Users", the third option on the left.

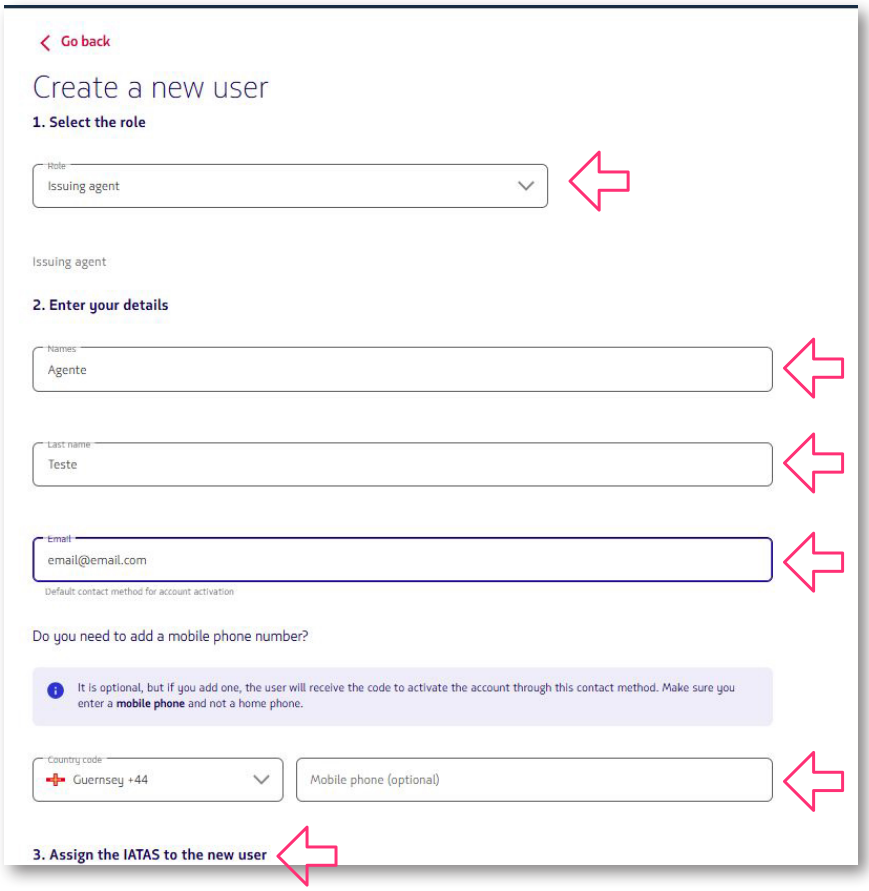


Step 3: Click the "Create User" button.

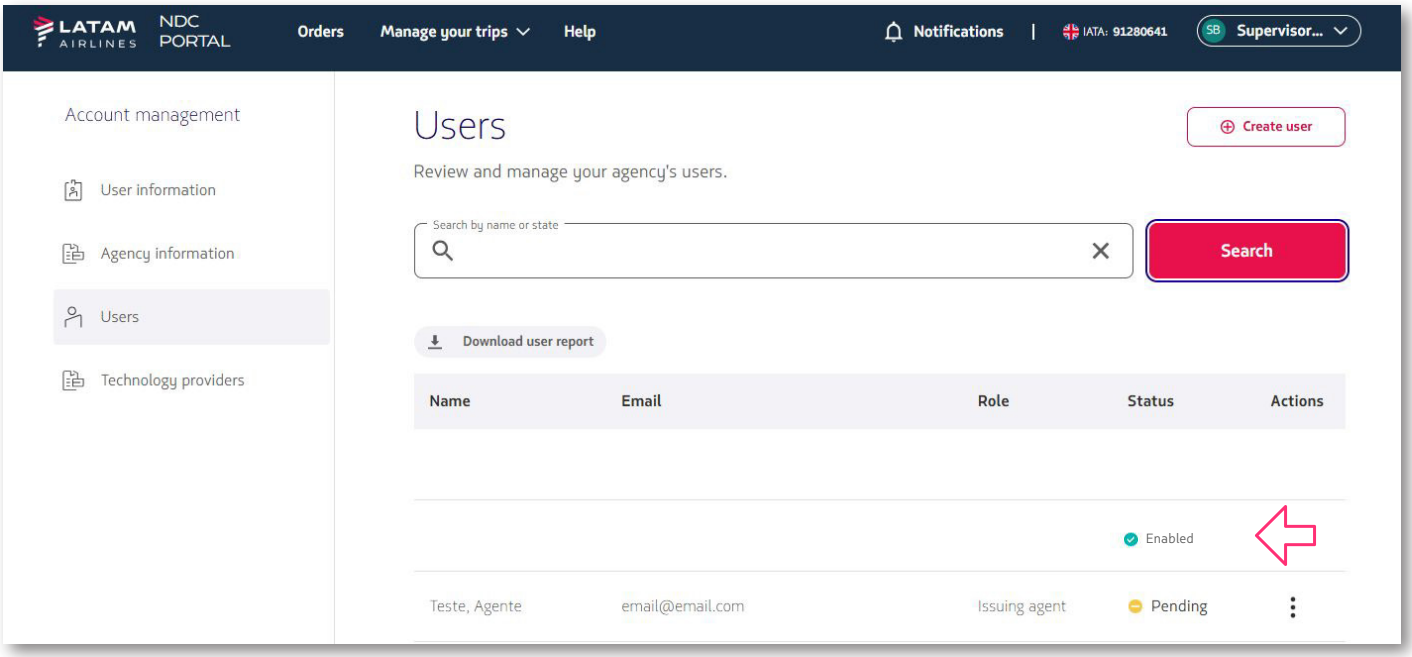


Step 4: Select the "Issuing Agent" profile. Complete the information of the user to be created:

- First and last name: You can add any text here, includin the Provider's name
- E-mail: we recommend using an agency's email exclusively for this type of connection
- Telephone number: optional information to receive the security code
- IATAs: select IATAs that will be using this connection



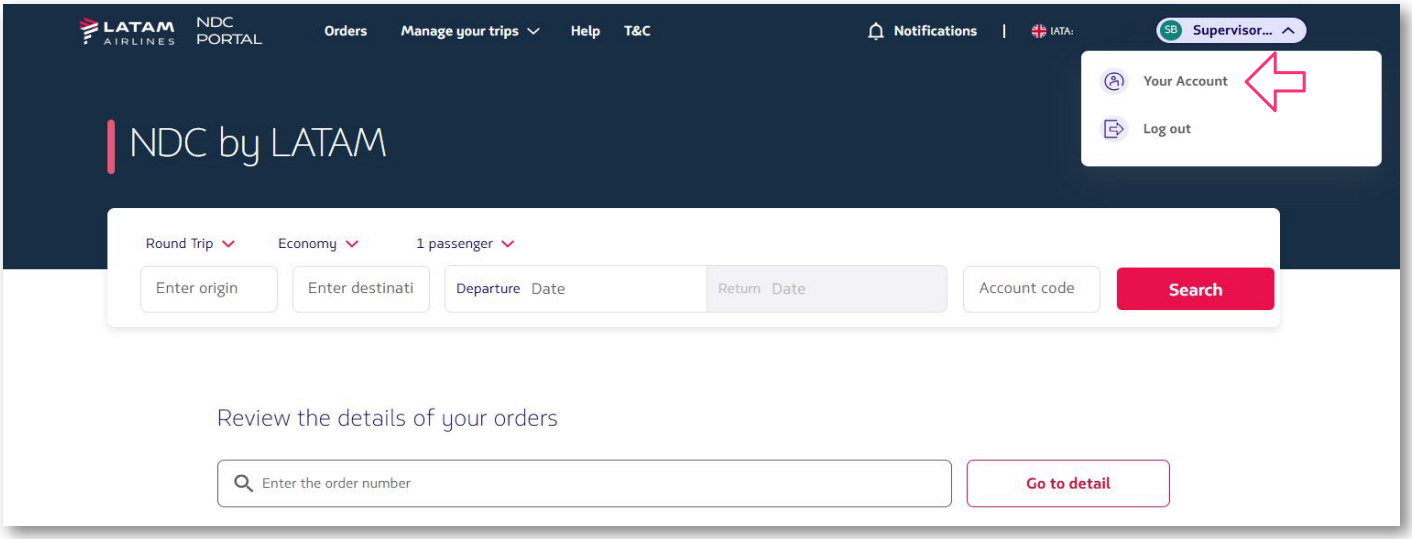
Step 5: After the user is created, they must be activated by the agent. To activate the account, it is necessary to make the first access to the NDC portal to change the temporary password that was sent.

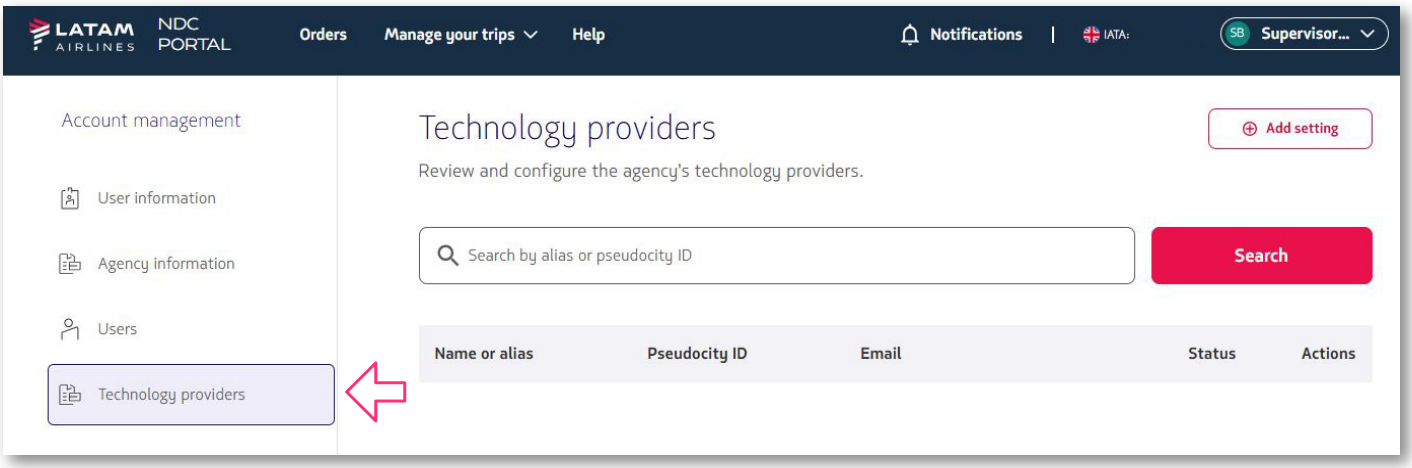


Observations:

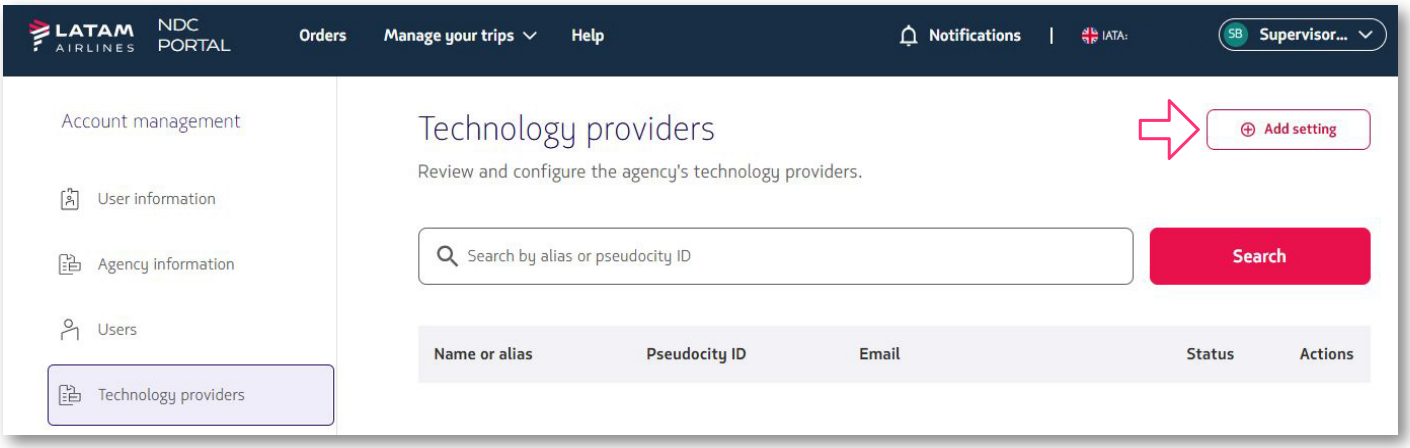
- If you work with more than one GDS provider, the system allows you to provide different emails for each provider.
- The account must be active before notifying the provider; otherwise, the creation of orders by the provider will not work correctly.

Step 6: Next, the agency must configure the provider's PCC on the "Technology Providers", page, which can be accessed through the "Your Account" menu.





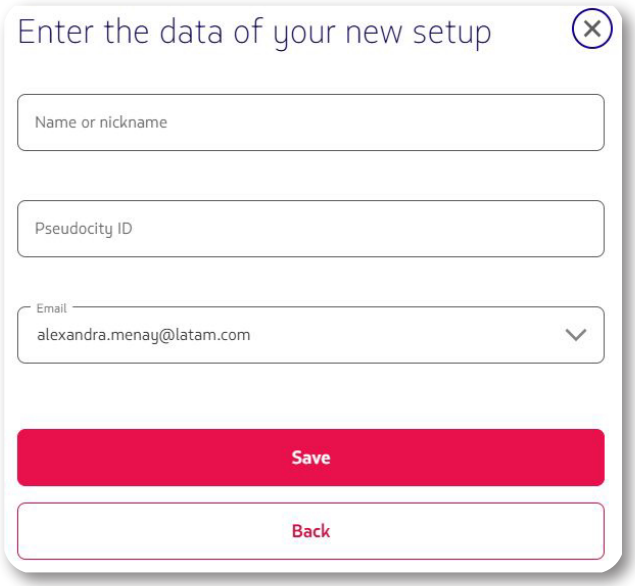
Step 7: Click on "Add Configuration". **This step must be repeated for each PCC you want to configure.**



In the box, add:

Name or alias: IATA 8 digit number
PseudoCity ID: 4-digit PCC provided by Sabre / 9-digit Office ID provided by Amadeus.
Email: User email created for the aggregator **(The same user can be used for all PCCs)**

Click **"Save"** and repeat the process for all PCCs you want to connect.



Done!