

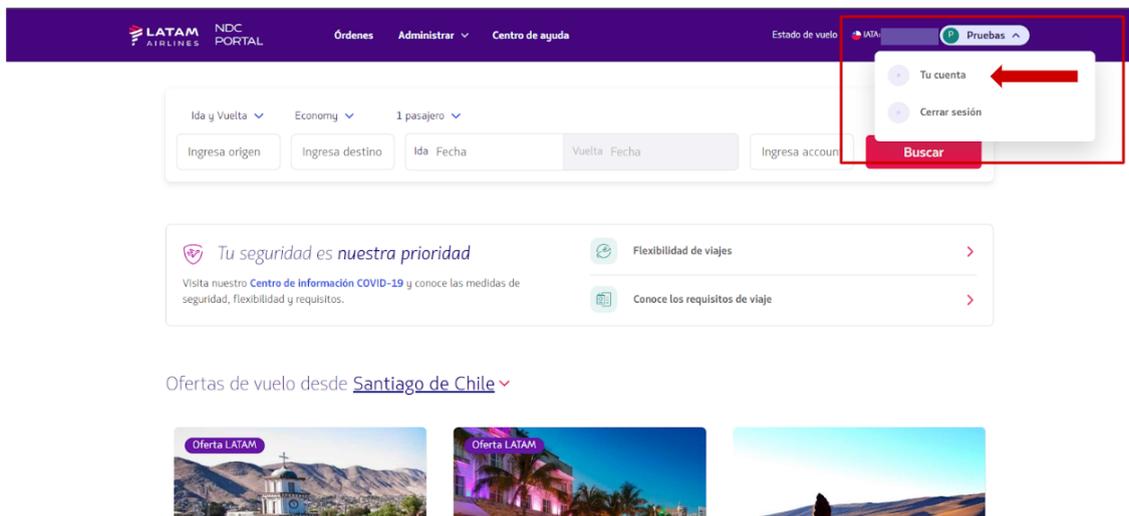
# Instructions for USER CREATION

## NDC BY LATAM PORTAL

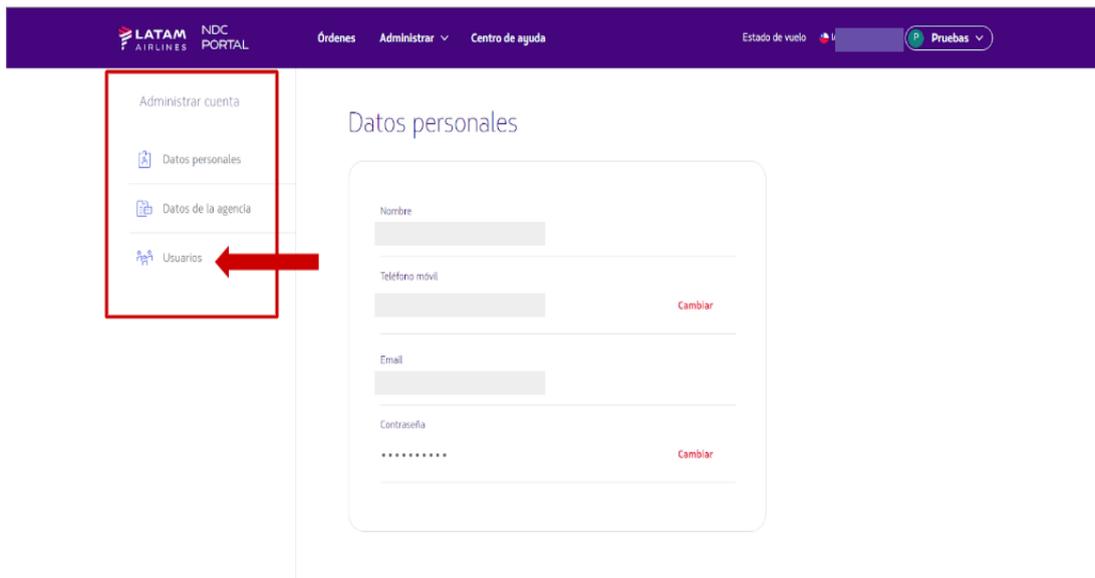
**Prerequisites:** The user creating a new account has access to the NDC Portal by LATAM and has the "General Administrator" or "Supervisor" role, which allows for the creation of new users. New users can be created by the agency using generic emails. It is the agency's responsibility to create users and assign roles.

**NDC Portal URL:** <https://www.agency.latamairlines.com/>

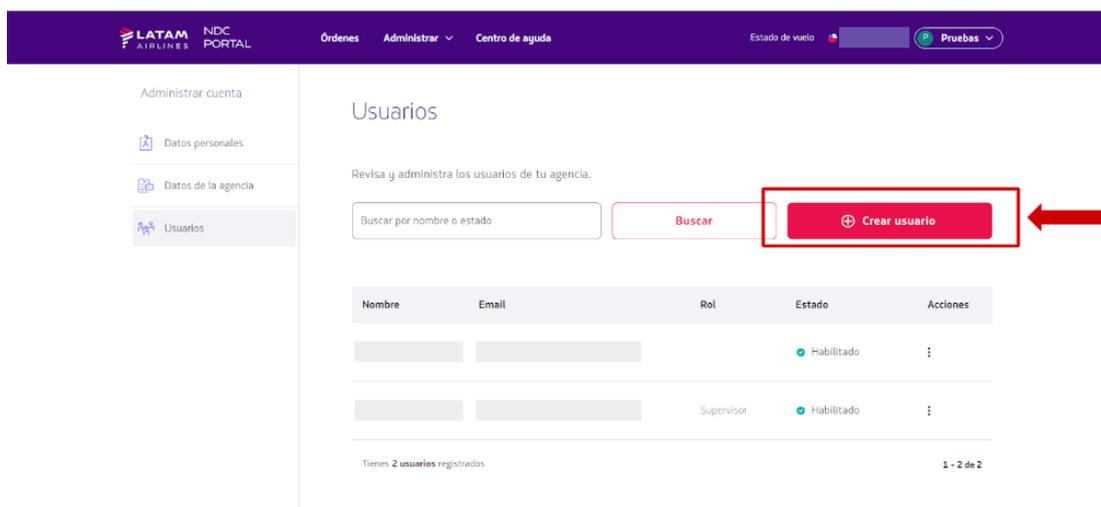
**Step 1:** Access the NDC Portal and click on the user's name in the top right corner. Then click on "Your Account".



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



**Step 3:** Click on the "Create User" option..



**Step 4:** Select the type of profile you wish to create, considering the specific permissions of each role. Fill in the information for the user to be created (first name, last name, email, and optionally, mobile phone number).

Crear un nuevo usuario

1. Selecciona un rol

- Administrador general  
Crea y gestiona usuarios.
- Supervisor  
Crea y gestiona usuarios, hace reservas, emite órdenes y administra órdenes de post venta.
- Agente de reserva  
Hace reservas y visualiza órdenes.
- Agente emisor  
Hace reservas, emite órdenes y administra órdenes de post venta.
- Agente financiero  
Visualiza y gestiona órdenes de post venta.
- Robotic - Apigee  
Solo puede gestionar en la API.

Continuar

Crear un nuevo usuario

2. Ingresa los datos Administrador general

Nombre  
Agente

Apellidos  
Agencia

Email  
correo@agencia.com

País +56 Teléfono móvil (opcional)  
Ingresa tu número nuevo

Crear usuario

Volver

**Step 5:** After creating the user, it must be activated by the agent accessing the portal and changing the temporary password.